JOB DESCRIPTION

REFERENCE NUMBER: AP421

JOB TITLE: Deputy Vice-Chancellor: Teaching, Learning and Community Engagement

LOCATION: Pretoria

REMUNERATION: Total cost executive remuneration package, inclusive of a range of benefits such as medical aid and pension fund.

KEY RESPONSIBILITIES:

The successful incumbent will actively support the Vice-Chancellor in the leadership and management of the University. S/he will further take full responsibility for the development of a vibrant academic culture in support of the key portfolios of teaching and learning and community engagement that will give effect to the university reaching its strategic objectives as a leading comprehensive university, both regionally and nationally. The incumbent reports to the Vice Chancellor and will furthermore be responsible for the key performance areas listed below:

- Strategy development and execution for the following key portfolios of the academic project:
  - Teaching and learning;
  - Community engagement;
  - Institutional planning;
  - Quality assurance and enhancement;
  - Academic support services (Library, etc.)
  - Student academic development and support.
- Establishing an enabling environment with state of the art facilities and equipment to support the above key portfolios;
- Ensure the implementation of quality assurance standards/measures to meet both internally set standards and the requirements of external bodies for portfolios reporting to this role;
- Policy and procedure development and implementation aligned to the SMU mission, vision, values and strategic objectives;
- Exploring alternative funding opportunities for the core activities of the academic project at the university;
- Human resource management in that s/he is responsible for:
  - The development and regular review of academic structures for its appropriateness to assist the university in achieving its strategic objectives for the academic project;
  - Attracting top academic leadership and staff.
- Internalize an institutional and performance culture at SMU that supports the implementation of the university mission, vision, values and strategic priorities;
JOB DESCRIPTION

- Re-engineer academic business processes to improve effectiveness and efficiency in the portfolios for this role;
- Lead and inspire staff and provide clear direction through a period of transition;
- Manage transformation to ensure the internalization of an organisational and performance culture that supports the strategic imperatives of SMU;
- Stakeholder relations management and partnerships;
- Performance management, including academic staff learning and development;
- Risk management;
- SHE Management (section 16 (2) responsibilities assigned by OHS Act);
- Perform budget/financial and asset management;
- Monitoring, evaluation and reporting.
- A full curriculum vitae; as well as an abbreviated (no more than two pages) curriculum vitae;
- Certified copies of degree certificates and Identity Document;
- A self-evaluation by the applicant of his/her suitability for appointment;
- The applicant’s vision for the portfolio;
- The names and contact details of at least three referees (provided that the University reserves the right to appoint and consult its own referees); and
- An indication in writing by the candidate that he/she accepts the applicable Appointment Regulation and Procedure of the University.

EDUCATION/EXPERIENCE:

- A Doctoral degree;
- An outstanding academic with an established research track record and experience in a senior leadership role (Dean or Senior Head of Academic Department) in an academic institution or research organization;
- Has demonstrated a track record managing a complex portfolio, running a unit of a reasonable size;
- Has an understanding of developments in the higher education arena locally in South Africa, and further afield;
- Has experience of developments in e-Learning in a university environment;
- Has a successful record of leadership and team work.
- Has the ability to mobilize and inspire others towards shared goals;
- Understands institutional cultural transformation and organizational alignment;
- Can think strategically and operationalise this into plans and projects and align budgets accordingly;
JOB DESCRIPTION

- Superior interpersonal skills and must be able to operate at all levels of the organisation;
- Strategic leadership and people management skills;
- Computer skills (MS Office suite).

REQUIRED COMPETENCIES:
- Technical/professional knowledge and skill;
- Strategic and visionary leadership;
- Resource management;
- People management including performance management;
- Building strategic alliances and partnerships;
- Personal impact, stature and credibility;
- Emotional intelligence and political sensitivity;
- Management of complexity and ambiguity;
- Management of transformation and change management;
- Quality assurance and risk management;
- Corporate governance;
- Health and safety management;
- Policy development;
- Decision-making and problem solving;
- Communication and presentation skills;
- Action orientated;
- Team player.

APPLICATION REQUIREMENTS:
- A full curriculum vitae; as well as
- An abbreviated (no more than two pages) curriculum vitae;
- A self-evaluation by the applicant of his/her suitability for appointment;
- The applicants vision for the portfolio;
- The names and contact details of at least three referees (provided that the University reserves the right to appoint and consult its own referees); and
- An indication in writing by the candidate that he/she accepts the applicable Appointment Regulation and Procedure of the University.

All candidates shortlisted will be required to submit themselves to competency assessment.

It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Candidates should submit their applications to Rika Gruss (Assessment Director) at Academic Partners at info@talenting.co.za or fax: 086 631 5571 by no later than 12:00 on the 15 January 2016.