



**UNIVERSITY OF
MPUMALANGA**

Creating Opportunities

The University of Mpumalanga (UMP) is a comprehensive University established to provide a relevant, engaged and sustainable learning and teaching environment of outstanding academic excellence to match not only the skills and economic needs of the Province and its people, but of the Country as a whole. The UMP invites internal applications for the following positions:

**EXECUTIVE MANAGEMENT VACANCY AT THE UNIVERSITY OF MPUMALANGA
DEPUTY VICE-CHANCELLOR: TEACHING AND LEARNING (P2)
“FIVE YEAR CONTRACT”**

The University of Mpumalanga seeks to recruit a Deputy Vice-Chancellor to the portfolio of Teaching and Learning to be filled as soon as possible. As a member of the Management Committee (MANCO) of the University, the Deputy Vice Chancellor: Teaching & Learning will actively support the Vice Chancellor (VC) in the strategic leadership and management of the University and in supervising academic and administrative functions through line reports. Although the DVC is appointed in the first instance to oversee a particular function, this may change over the course of time at the VC’s discretion.

The incumbent will provide intellectual and strategic leadership in the areas of Teaching and Learning. He/ She must have a track record of integrity, strong and fair leadership and sensitivity to the challenges and advantages of the diversity found in the University community. In addition, he/she must have excellent communication skills and show evidence of passion for the University’s Mission to be an African University, leading in the creation of opportunities for sustainable development through innovation.

The DVC: Teaching & Learning position is a 5-year fixed-term contract which may be renewed for an additional 5-year period, based on performance and operational requirements.

1. MINIMUM REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE

1.1. A relevant doctoral degree is essential

In addition, the ideal candidate will be someone who fulfils the following criteria:

- 1.2. Has at least 20 years' experience in higher education of which at least 15 years will have been at a university;
- 1.3. Has at least eight years' experience in a senior leadership role in an academic institution at the level of Dean or higher;
- 1.4. Is an established academic leader and scholar with an excellent publication and research record and proven excellence in teaching and learning at a level to attract respect and credibility from within the University, international scholars and other relevant external bodies;
- 1.5. Has demonstrated a track record of successfully managing a complex portfolio, or running a unit such as a faculty, of reasonable size;
- 1.6. Has a successful record of leadership and team work;
- 1.7. Has experience in strategic thinking and operationalizing such thinking into plans and projects;
- 1.8. Has an understanding of the challenges in the higher education arena in SA and internationally;
- 1.9. Has a detailed understanding of the operations and affairs, including funding, of a university environment;
- 1.10. Has demonstrated familiarity with current trends in curriculum transformation; student access, retention and success;
- 1.11. Has experience in areas of teaching and learning, innovative course and programme design, academic development and support;
- 1.12. Has experience in digital scholarly resources, online learning and technology;
- 1.13. Has experience in addressing manifestations of inequality within higher education institutions;

- 1.14. Has demonstrated a deep understanding of other dimensions of inequality and discrimination including race, gender, sexuality, disability and sense of alienation currently felt by students and staff;
- 1.15. Has a demonstrated track record of successful implementation of staff development initiatives.

2. DESIRABLE SKILLS AND PERSONALITY CHARACTERISTICS

The ideal candidate will be or will have:

- 2.1. Capable of both developing strategy and operationalizing strategy into plans and projects;
- 2.2. Able to mobilise and inspire others towards shared goals;
- 2.3. A high level of personal motivation, energy and enthusiasm;
- 2.4. Resilient with the ability to work effectively under pressure;
- 2.5. Approachable, adaptable, flexible and change-oriented;
- 2.6. Student and staff centered;
- 2.7. Self-aware and emotionally intelligent;
- 2.8. Capable of exceptional communication and will be persuasive with excellent interpersonal skills;
- 2.9. Able to operate confidently and sensitively across cultures and other divides.

3. KEY RESPONSIBILITIES

The DVC: Teaching & Learning, and other members of MANCO share cross cutting responsibilities as follows:

3.1. KEY STRATEGIC ROLES FOR ALL MEMBERS OF MANCO

- 3.1.1. With responsibility for particular portfolios, Executive Directors, Directors and/or Deans, the DVC ensures the effective implementation of the University's Vision, Mission and strategic plans as appropriate to those portfolios and departments;
- 3.1.2. Implementing the Multi Campus Model and ensuring the efficient and effective management of both the Mbombela and Siyabuswa campuses;

- 3.1.3. Providing academic leadership and planning in the areas of teaching and learning, research and innovation, and social responsiveness;
- 3.1.4. Overseeing the effective management of the University's operations, administration, planning, finances, human resources and facilities;
- 3.1.5. Optimising the overall quality of the student experience;
- 3.1.6. Interacting with external partners, including government, science councils, local and international universities, alumni, business and local communities, and foundations and donors (fundraising);
- 3.1.7. Promoting transformation;
- 3.1.8. Managing risk and quality assurance;
- 3.1.9. As a member of MANCO, the DVC performs various representative and ceremonial functions;
- 3.1.10. Overseeing policy development and implementation;
- 3.1.11. Assisting the VC to interface between the Council, Senate and executive management to ensure accountability with respect to financial and strategic governance as well as the university's core academic functions;
- 3.1.12. Fostering collegial and participatory internal governance through the committee system;
- 3.1.13. Playing a leading role in the recruitment of senior staff in all sectors;
- 3.1.14. Contributing to National Higher Education policy development and public intellectual life in general;
- 3.1.15. Supporting the achievement of equity targets in the student and staff profiles, and providing leadership in the transformation of the institutional culture;
- 3.1.16. Facilitating inter-faculty collaboration and cross-university activities;
- 3.1.17. Helping ensure that inter-institutional regional collaboration is fostered and facilitated;
- 3.1.18. Leading in producing high-level linkages and partnerships with other institutions, organisations and communities and promoting greater collaboration in identified programs between the University and communities in Mbombela and Siyabuswa and throughout Mpumalanga.

3.2. KEY ROLES FOR THE DVC: TEACHING & LEARNING

In addition to the above generic responsibilities shared by all members of MANCO, this post has specific responsibility for:

- 3.2.1. Developing strategic and operational plans in teaching & learning;
- 3.2.2. Developing, implementing and monitoring programmes and progress towards the teaching and learning goals in the University's strategic plan and national plan for Higher Education with the aim of enhancing the quality and success rate of UMP's graduates;
- 3.2.3. Development of new qualifications including submissions to DHET, the CHE and SAQA;
- 3.2.4. Monitoring and promoting improvement in the quality of teaching and learning;
- 3.2.5. Promoting the use of technology in education and the advancement of online learning;
- 3.2.6. Academic planning, including the future size and shape of the university;
- 3.2.7. Oversight of resources required for the effective delivery of teaching and learning, including infrastructure, Information and Communication Technology Services, timetabling and space;
- 3.2.8. Oversight of quality assurance and quality promotion of processes in teaching & learning;
- 3.2.9. Developing, supporting and monitoring progress of curriculum initiatives which respond to transformation imperatives in the university and wider society;
- 3.2.10. Developing, implementing and monitoring initiatives/ programmes which promote and support the scholarship of teaching and learning;
- 3.2.11. Supporting the development of early career and nGAP staff;
- 3.2.12. Providing ongoing development opportunities for staff in teaching and learning through the provision of the Programme of Academic Staff Support for teaching and learning by the Academic Support Services Division and through postgraduate programmes in teaching and learning in higher education;
- 3.2.13. Providing academic development and support services to students through the Academic Support Services Division.

4. REPORTING LINES

4.1. The DVC: Teaching & Learning reports to the VC.

The following report to the DVC: Teaching & Learning:

- 4.2. Academic Deans;
- 4.3. Academic Support Services Division;
- 4.4. Academic Planning Division.

EXECUTIVE MANAGEMENT VACANCY AT THE UNIVERSITY OF MPUMALANGA

EXECUTIVE DIRECTOR: OPERATIONS (P3)

“5 YEAR CONTRACT”

The primary role of the Executive Director: Operations is to lead and strategically direct the Operations portfolio in accordance with the strategic objectives of the University of Mpumalanga, across both campuses.

He or she has the overall responsibility for the successful delivery of services in the portfolio with particular reference to the divisions:

- Stakeholder Liaison and Communication
- Security
- Maintenance and Infrastructure
- Marketing
- Support Services
- Hotel and Catering Services

1. MINIMUM REQUIREMENTS:

- 1.1. A relevant Master's degree
- 1.2. A Doctoral degree or an Engineering background will be an added advantage
- 1.3. 15 years relevant experience with at least eight years in a senior managerial position, preferably in Higher Education
- 1.4. Project Management experience
- 1.5. Experience in a higher education environment will be an added advantage
- 1.6. Has demonstrated a track record in managing at least three of the divisions in the portfolio
- 1.7. Proven experience in dealing with multiple constituencies

2. KEY COMPETENCIES:

- 2.1. Change leadership and transformation
- 2.2. Negotiation and communication skills
- 2.3. Strategic and lateral thinking
- 2.4. Complex problem solving skills
- 2.5. Project management skills
- 2.6. Crisis management
- 2.7. Strong planning, coordination and interpersonal skills
- 2.8. Financial management and budgeting skills

3. KEY PERFORMANCE AREAS

- 3.1. Provide strategic and transformational leadership for the Operation portfolio
- 3.2. Strategically manage human resources in the portfolio
- 3.3. Strategically manage and monitor financial resources and assets of the portfolio
- 3.4. Develop, implement and monitor annual performance plans and operational plans for the portfolio
- 3.5. Implement University policies, processes and systems to ensure quality, efficiency and sustainability in relation to physical, financial and human resources in each division in the portfolio.

4. REPORTING LINES

- 4.1. The ED: Operations report to the Vice-Chancellor

The following report to the ED: Operations

- 4.2. Senior Director: Operations
- 4.3. Director: Marketing
- 4.4. Director: Stakeholder Liaison and Communication

It is compulsory that all applications have the following documents:

- **UMP application form for employment (is accessible on www.ump.ac.za)**
- **Letter of application (that provides detailed information on how the applicant meets the requirements for the position)**
- **A comprehensive CV**
- **Certified copies of relevant qualifications, ID and appropriate references.**

Failure to comply with the requirements on your application, will automatically disqualify your application. All applications should be sent: electronically to: umprecruitment@ump.ac.za, or by post to Private Bag x11283, Mbombela, 1200 or hand delivered physically at the University of Mpumalanga.

If UMP has not responded within eight weeks of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into with shortlisted candidates. It is the intention of the University to promote representivity in respect of race, gender, and disability through the filling of this post.

Enquiries and details regarding this post may be directed to Human Resource Management, Ms Nomsa Mnisi or Mr Sydney Thwala. The landline is 013 – 002 0060.