

The University of KwaZulu-Natal is committed to Employment Equity

EXECUTIVE MANAGEMENT VACANCY

The University of KwaZulu-Natal (UKZN) has campuses in the subtropical seaside city of Durban and in the Midlands city of Pietermaritzburg, capital of the province of KwaZulu-Natal, South Africa. The University is one of the largest residential universities in sub-Saharan Africa and is located on five campuses - Edgewood, Pietermaritzburg, Howard College, Westville and the Nelson R Mandela School of Medicine.

UKZN is one of the leading research intensive and teaching universities in South Africa and the continent. As one of South Africa's pre-eminent research institutions, the University provides a dynamic environment for all facets of the research and innovation covering spectrum the natural, biomedical and social sciences as well as the humanities.

The University is structured on a College model with four Colleges, namely:

- (i) Agriculture, Engineering and Science;
- (ii) Health Sciences;
- (iii) Humanities; as well as
- (iv) Law and Management Studies.

For more information regarding the University profile please visit our website and feel free to interact with us: <http://www.ukzn.ac.za>

EXECUTIVE DIRECTOR: CORPORATE RELATIONS

**REFERENCE NUMBER: EX02/2021
FIVE (5) YEAR FIXED TERM APPOINTMENTS**

The Executive Director Corporate Relations is responsible for positioning the University appropriately in various markets and audiences as well as effective and sustained communication of the University's vision, mission and institutional strategy to these audiences while leading the institution's engagement through digital technology platforms.

The Executive Director is responsible for building the reputation, image and brand for UKZN through the development and management of a proactive, integrated, comprehensive programme of external relations, including, but not limited to, alumni relations; existing and prospective donor relations and stewardship; gift processing and acknowledgement; marketing; public and media relations, crisis communications, University publications, and special events.

The Executive Director is also responsible for building the University's international profile and internationalisation of UKZN in line with its vision and mission. S/he is a member of the Operations management team as a leader of the Corporate Relations Division.

This position reports to the Vice-Chancellor & Principal

Minimum Requirements

- A Master's Degree in public relations, communications, marketing or related fields.
- Eight (8) years relevant experience, of which at least five (5) years must be at a senior leadership/executive level.
- Five (5) years' experience in corporate communication and media liaison in a large organisation (not necessarily additional to aforementioned 8 years' experience).

Other Requirements

- A proven record of successful marketing and branding the corporate identity of a large and complex institution.
- A proven record of representing a large and complex organisation in the public and private sectors, both nationally and internationally.
- Extensive experience in Community Engagement.
- The ability to communicate in isiZulu will be advantageous.
- Knowledge of the Higher Education Act and other related legislation.

Personal and Leadership Attributes Required:

The successful candidate must be a credible individual of unquestionable integrity with strong interpersonal and financial capabilities, who is an institutional leader and is able to establish substantive networks internally and externally with different stakeholders.

In addition, s/he would be expected to:

- Provide strategic direction, and demonstrate ability to build and retain talent and manage teams.
- Be results oriented whilst displaying resilience, demonstrate commitment to action, and high levels of emotional intelligence.
- Foster productive working relationships with all stakeholders providing competent and respectful leadership as well as living the University values encapsulated in R.E.A.C.H.I.
- Lead institutional transformation and mobilise support for change through a high-level appreciation of the requirements for managing change effectively within the Higher Education sector.
- Have a broad *understanding* of developments in the Higher Education sector both locally and globally.

GENERAL INFORMATION

Applicants are required to provide:

- a detailed motivation highlighting their experience in each of the requirements listed above
- a detailed CV
- the name, telephone, fax and e-mail address of three referees who are able to confirm experience listed in motivation or CV.

Applications for the post of **ED: Corporate Relations** should be sent for the attention of Ms Nonjabulo Zondi, HR Operations and Services Manager, Human Resources, University of KwaZulu-Natal, Westville Campus, and Private Bag X 54001, Durban, 4000 or e-mail: ZondiN3@ukzn.ac.za

Please state the relevant reference number for the post in your subject line.

Please note that:

- A job profile is available upon request
- The closing date for receipt of applications is **26 March 2021**
- Only shortlisted candidates will be contacted
- The University reserves the right not to make an appointment.