

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity

EXECUTIVE MANAGEMENT VACANCY

The University of KwaZulu-Natal (UKZN) is situated 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 was formed out of a merger between the University of Durban-Westville and the University of Natal on 1 January 2004 and is one of three African universities rated amongst the top 500 universities of the world according to the Academic Rankings of World Universities (ARWU). As a research-led university, UKZN is the most productive university in South Africa in terms of research output.

As one of South Africa's pre-eminent research institutions, the University provides a dynamic environment for all facets of the research and innovation spectrum. Research activities span the natural, biomedical, social sciences and the humanities.

The University is structured on a College model with four Colleges - Agriculture, Engineering and Science; Health Sciences; Humanities; and Law and Management. Approximately 2 000 academic programmes at both undergraduate and postgraduate levels are offered, with 43 000 students of which approximately 10 000 are postgraduates, and the University boasts some of the best teaching and research facilities on the continent.

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

REGISTRAR

FIVE (5) YEAR FIXED TERM APPOINTMENT

REFERENCE NO. EX 01/2015

The UKZN Leadership expects its staff to live out the University values through Respect, Excellence, Accountability, Client Orientation and Honesty (REACH) as a Corporate Culture.

The Registrar is the University's Compliance Officer and provides leadership and oversight for the development, implementation, and management of activities and systems related to the provision of legal, statutory, administrative, corporate governance and secretarial services to the Council, the Institutional Forum, the Senate and their sub committees as well as the Executive Management Committee. This position is also responsible for student academic administration, the management and co-ordination of graduation ceremonies and ensuring that the University complies with all copyright laws.

The Registrar also provides leadership and oversight of Risk Management, which incorporates the portfolios of Health, Safety and Environment; as well as Campus Management which incorporates administrative services, facilities and planning.

The role calls for strategic and general management, which includes retrieving, interpreting and organising information to advise, inform and assist with the accomplishments of institutional and strategic objectives. This is a highly complex and demanding position requiring considerable drive, intellectual flexibility, leadership and managerial abilities, as well as identification with the University's value systems.

The Registrar will be responsible for the following:

- Legal Services and Statutory Compliance;
- Corporate Governance and Secretarial Services;
- Management of Occupational and Institutional (Enterprise) Risks;
- Campus Management Services;
- Student Academic Administration and Management of Graduations AND
- Providing Strategic Leadership.

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

REQUIREMENTS:

- Master's Degree;
- Eight (8) years proven managerial and leadership experience in a higher education environment;
- Five (5) years managerial and/or leadership experience and demonstrated ability at senior and strategic level in the management of a complex large division/department/unit with a diverse workforce and portfolio (not necessarily additional to aforementioned 8 years' experience);
- In-depth knowledge of and experience as well as demonstrable competence in the most effective processes of Student Academic Administration and Management of Graduations;
- Knowledge of Higher Education and Corporate Governance, specifically the King III code of corporate governance;
- A sound track record as an institutional leader in the processes of Physical Planning and Operations (General Operations Manager or Chief Operating Officer/ Commercial Director);
- Knowledge of the Higher Education Act and other related legislation;
- Working knowledge of administrative, contract and copyright law AND
- Knowledge of HESA/CHE/SAUVCA/SAQA/NQF/HEQC policy matters.

Internal candidates will retain their substantive post, to which they will revert on conclusion of the five-year appointment. Appointment of external candidates may be underpinned by a permanent substantive professorial appointment in their academic discipline, in line with Senate approved criteria.

PERSONAL AND LEADERSHIP ATTRIBUTES:

We are seeking an individual with strong interpersonal capabilities, who is an institutional leader, able to foster interpersonal relationships within the University involving staff and students and across the institution and with stakeholders.

To provide strategic direction

- Judgement
- Analytical ability
- Conceptual thinking

To champion the delivery of greater results

- Committing to action
- Displaying resilience
- Executing assignments

To manage self and others

- Self awareness
- Conduct oneself with integrity and according to the highest ethical standards
- Building talent
- Managing teams

To foster productive working relationships

- Resourcing projects and assignments
- Providing competent and respectful leadership
- Living the University's Values - R.E.A.C.H. (Respect, Excellence, Accountability, Client Orientation and Honesty)

The ability to communicate in IsiZulu would be advantageous.

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

Please submit the above for the attention of Mrs Nadia Lasich, Manager: Human Resources, University of KwaZulu-Natal, Howard College Campus, Private Bag X54001, Durban, 4000 or e-mail: lasich@ukzn.ac.za

Please state the relevant reference number in your subject line.

Please note that:

- A job profile is available upon request;
- The closing date for receipt of applications is **13 February 2015**;
- Only shortlisted candidates will be contacted AND
- The University reserves the right not to make an appointment.