



**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 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 visits our website and feel free to interact with us: <http://www.ukzn.ac.za>

**REGISTRAR: REFERENCE NO. EX 02/2020**

**FIVE (5) YEAR FIXED TERM APPOINTMENT**

The Registrar provides leadership and oversight for the development, implementation, and management of activities and systems related to the provision of legal, statutory, administrative, institutional administration 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, legal and statutory compliance, health and safety compliance, institutional security management services and the management of institutional archives.

The Registrar also provides leadership and oversight of Campus Security Services, which incorporates the portfolio of Health and Safety compliance.

The role calls for considerable university administrative and general management skills. This is a highly complex and demanding position requiring considerable drive, intellectual flexibility, team leadership and managerial abilities, as well as identification with the University's value systems.

The Registrar will be responsible for the following:

- Legal Services, Administrative and Statutory Compliance;
- Institutional Administration and Secretarial Services;
- Student Academic Administration and Management of Graduations;
- Institutional Archive and Document Repository Service;
- Campus Security Services and Health and Safety Compliance, and
- Providing Administrative Leadership

### **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 a 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);
- An in-depth knowledge and experience of, as well as demonstrated competencies, in the most effective processes of Academic Administration;
- Knowledge of Higher Education Act and other related legislation;
- Working knowledge of administrative, contract and copyright law;
- Knowledge of USAF/CHE /SAQA/NQF/HEQC policy matters; and
- An understanding of OHS legislation would be an advantage.

### **Personal and Leadership Attributes**

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.T
- 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 Registrar 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](mailto: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 **28 February 2020**
- Only shortlisted candidates will be contacted
- The University reserves the right not to make an appointment