

**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: STUDENT SERVICES**

**RE-ADVERTISEMENT**

**REFERENCE NUMBER: EX03/2021  
FIVE (5) YEAR FIXED TERM APPOINTMENTS**

The Executive Director: Student Services is expected to develop, enhance, support, and coordinate programmes and services that facilitate a campus climate that promotes students' positive growth, encourages their active engagement within the University and promotes their academic success and personal wellbeing. S/he should work proactively to integrate students' academic, social and community experiences and responsibilities whilst providing oversight and leadership on the delivery of core student services including financial aid, scholarships, counselling, accommodation, health, recreation and student governance.

The Executive Director: Student Services is responsible for the Student Services' strategic, financial and risk planning as well as the successful governance and management of the Division in line with the University's vision, mission and goals. At divisional level, s/he oversees the implementation of the institutional strategic plan; ensures proper management; directs financial, staffing and physical resources, and; champions employment equity and transformation. S/he is further responsible for implementing a consultative, participatory and transparent system of governance to promote collegiality and build strong teams.

**This position reports to the Vice-Chancellor & Principal**

### **Minimum Requirements**

- A Masters' Degree;
- Eight (8) years' appropriate experience at Senior Management level;
- Experience in interacting with student governance in higher education and an understanding of student culture in a transforming institution;
- Demonstrated knowledge and experience of student funding, financial aid, discipline, student accommodation and student wellness programmes.

### **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: Student Services** 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 **03 September 2021**
- Only shortlisted candidates will be contacted
- The University reserves the right not to make an appointment.

**APPLICANTS WHO PREVIOUSLY APPLIED NEED NOT RE-APPLY**