



THE UNIVERSITY OF KWAZULU-NATAL (UKZN) IS COMMITTED TO EMPLOYMENT EQUITY.

The following opportunities are available at the University of KwaZulu-Natal

EXECUTIVE MANAGEMENT VACANCIES - TWO FIVE (5) YEAR FIXED TERM APPOINTMENTS

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 fields.

The University is structured on a College model with four Colleges - Agriculture, Engineering and Science; Health Sciences; Humanities; and Law and Management Studies. 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.

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.

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

Registrar

Reference: EX 03/2015

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 Risk Management 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:

- A 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 of, and experience, as well as demonstrated competencies in, the most effective processes of Academic Administration;
 - 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
- An understanding of OHS legislation would be an advantage.

For both posts, 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 academic appointment in their discipline, where appropriate, in line with Senate approved criteria.

PERSONAL AND LEADERSHIP ATTRIBUTES FOR BOTH POSTS:

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.

- **Provide strategic direction:** ♦Judgement ♦Analytical ability ♦Conceptual thinking.
- **Champion the delivery of greater results:** ♦Committing to action ♦Displaying resilience ♦Executing assignments.
- **Manage self and others:** ♦Self awareness ♦Conduct oneself with integrity and according to the highest ethical standards ♦Building talent ♦Managing teams.
- **Foster productive working relationships:** ♦Resourcing projects and assignments ♦Providing competent and respectful leadership ♦Living University Values - R.E.A.C.H. (Respect, Excellence, Accountability, Client Orientation and Honesty).

The ability to communicate in isiZulu would be advantageous.

The closing date for receipt of applications is 19 June 2015

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 Shereen Balkisson, Manager: Human Resources, University of KwaZulu-Natal, Pietermaritzburg Campus, Private Bag X01, Scottsville, 3209 or e-mail: balkisson@ukzn.ac.za

Please state the relevant reference number in your subject line.

Please note that: A job profile is available upon request •Only shortlisted candidates will be contacted •The University reserves the right not to make an appointment.