



**UNIVERSITY OF  
ZULULAND**

**The University of Zululand subscribes to the principles embedded in the  
Employment Equity Act**

**(RE-ADVERTISEMENT)**

**OFFICE OF THE VICE CHANCELLOR  
DIRECTOR  
GRADE 5**

**REFERENCE NUMBER: 2018/08/VC15**

The University of Zululand invites applications for the position of Director: Office of the Vice-Chancellor. The purpose of this position is to manage, co-ordinate and promote strategic operations within the Office of the Vice Chancellor as well as dealing with special projects that the Vice Chancellor deems appropriate to delegate.

### **CORE RESPONSIBILITIES**

The position calls for an individual of impeccable integrity and an understanding of the Higher Education Sector in South Africa, an individual who can also work with statutory and institutional structures internally and externally. Strategic projects would equally include analysis and interpretation of information from the Department of Education, CHE, HESA and HEQC reports.

### **KEY PERFORMANCE AREAS (including but not limited to)**

- Managing the Vice-Chancellor's strategic external and international relations;
- Contributing towards the renewal and recreation of the University of Zululand as a Comprehensive University;
- Providing institutional support on governance, leadership and policy development;
- People management and development;
- Project leadership, and
- Management of Financial Resources.

### **MINIMUM REQUIREMENTS**

- Minimum Doctoral Degree or equivalent in Education, Business Sciences or Law
- Minimum 5 years' experience in higher education leadership

## **OTHER REQUIREMENTS**

### **Skills**

- Communication
- Relationship Management
- Analytical
- Reporting
- Presentation
- Project management
- Negotiation
- People Management

### **Knowledge**

- Higher Education Sector
- Applicable Legislation e.g. Higher Education Act

### **Behaviours**

- Confidentiality
- Self-motivated
- Creative
- Independent

**CLOSING DATE: 16 September 2018**

**All applications must include the following which are critical in evaluating applicants received:** (a) A Self - Evaluation by the applicant of his/her ability for the appointment; (b) an application form; (c) A detailed Curriculum Vitae; (d) Certified copies of all academic qualifications, ID; and (e) Names and contact details of at least three contactable work related referees (one must be a current or recent superior).

For the application form, please log on to the University website and click on vacancies (<http://www.unizulu.ac.za/vacancies>). To apply for these positions, please email the application form and the required documentation to Mrs NP Matikinca, [matikincan@unizulu.ac.za](mailto:matikincan@unizulu.ac.za) , by no later than 12h00 on the closing date stated above.

**No hand delivered or postal applications will be accepted. The University reserves the right not to make an appointment.**