



The University of Zululand subscribes to the principles of the Employment Equity Act

FACULTY OF SCIENCE AND AGRICULTURE

DEANS OFFICE

FACULTY MANAGER

POSITION NUMBER: FS02

REFERENCE NUMBER: FSA2018/11/FC02

This position is responsible for implementing the operations of the Faculty in line with the decisions of the Faculty Exco Committee. This includes management of the Faculty support staff, student administration, human resources and finances. To give effect to policies, procedures and guidelines governing these areas. To advise the Dean and Faculty Exco Committee on Faculty operations and how these are giving effect to the Faculty Strategic plan. In-depth understanding of administrative policies, procedures and systems

KEY ACTIVITIES

Student Management/ Administration

- Ensure that regulations, policies and procedures pertaining to the following are implemented/ executed:
 - minimum admission requirements,
 - minimum and maximum duration of studies, academic awards, moderation of modules,
- Review the Faculty Prospectus to ensure that the academic structure corresponds with information in the prospectus
 - Verify information for correctness.
- Ensure implementation and proper application of Faculty, University and statutory rules as they relate to students, qualifications, administrative procedures and Faculty governance
- Overall management of the preparation of the faculty and web prospectus
- Oversee the timeous collection of information, updating and finalization of the Faculty and web prospectus for the following year

- Co-ordination with the appropriate academic structure regarding the administration of registration process.
- Ensure development and maintenance of good working relationships with departments that interface with Faculty functions to articulate Faculty operations (Student Fees, Admissions, Financial Aid, Examinations Office, Student Records, Alternative Admissions Research Project (AARP) (NBT), Institutional Planning Department (IPD)
- Responsible for a range of reports

Monitoring and management of Faculty Assessments

- Overall management of the secretariat functions within the faculty which includes but is not limited to taking minutes of Faculty board meetings
- Active participation in Faculty Committee meetings.
- Manage secretariat functions delegated to subordinates in terms of the Faculty committees, like, Faculty Executive Committee; Faculty Board Committee; and other Faculty/Exco Committees.
- Management, execution and implementation of decisions taken by Faculty Committees.
- Coordination of laborious reports between Faculty Committees and other university statutory bodies.
- Manage DHET report submissions
- Prepare all budgets within the Faculty in consultation/approval of the Dean of the Faculty.
- Ensure correct monitoring of expenditure of the Faculty staffing, equipment and supplies

Liaison with internal and external stakeholders

- Interact with internal stakeholders:
 - Admissions, Examinations, Student Systems and Records, CMD, HEMIS, ICT; Senex, Senate, Student Counselling, Finance, Web master, MIS office, Graduate office, Human Resources etc. by means of the following:
- Respond to all verbal / written general as well as specific faculty-related enquiries
- Communicate decisions, comments and input to relevant internal stakeholders
- Interact with academic and administrative staff on a continuous basis regarding deadlines
- Interact with external stakeholders:
 - Professional Bodies, prospective students and parents, general public, external sponsors and prospective employers, DHET and DHET submissions

Quality management within the Faculty

- Collaboratively with departments to promote access, throughput, curriculum, assessment and quality assurance
- Inform Faculty Committees and HODs appropriately and adequately of quality assurance systems and requirements
- Overall management of policies, procedures and rules

- Manage adherence to, and correct interpretation and execution of policies, procedures and rules
- Manage PQM related issues and liaise with Quality Control Unit

Staff Management

- Actively participate in the recruitment of subordinates aligned to the operational plan
- Manage the performance of subordinates in accordance with the performance management policy and procedure and carry out bi-annual performance reviews
- Identify and advise on training and development needs, implementing plans to address requirements, as appropriate
- Monitor staff productivity, minimizing absenteeism and overtime
- Allocate resources and direct staff in carrying out operations
- Discipline staff in accordance with institutional processes and procedures
- Advise, counsel and support staff
- Facilitate communication to subordinates through appropriate structures and systems
- Authorise leave submitted as per institutional policy

MINIMUM REQUIREMENTS

- A relevant BSc (Science or related) is the minimum qualification but a post graduate degree would be preferred
- 5 years' relevant management experience at a **senior level working at a Higher Education** Institution; or at least 10 years' administrative experience at a management level
- Project management experience would be advantageous
- Computer Literacy (Ms Word, Ms Excel, MS PowerPoint, MS Outlook) ITS.
- Understanding of academic structures and academic coordination.
- Understanding and knowledge of DHET policy framework.
- Budgeting & Financial Management
- Academic coordination
- Experience in HR Management and processes

OTHER REQUIREMENTS

SKILLS

- Attention to detail
- People Management
- Report writing skills
- Ability to work independently.
- Effective Communications Skills (Verbal and Written)
- Computer Literacy
- Customer Focus
- Accountability

- Interpersonal Relationship
- Reliability
- Planning and Organisation
- Self-management
- Decision Making
- Excellent listening skills

BEHAVIOURS

- Self-Motivated
- Professionalism
- Customer / Service Focus
- Attention to Detail
- Reliability
- Accountability

Closing date for applications: 25 November 2018

The University reserves the right not to make an appointment in the position as advertised. To apply for this position please logon to PNET (www.pnet.co.za) and submit your application. The University will not accept applications directly or through any other means.

Candidates who do not meet the minimum requirements, as specified above, will not be considered and should not apply. Preference will be given to internal candidates suitable for appointment. UNIZULU is committed to employment equity and equal opportunity. Candidates whose appointment will promote the achievement of equity will receive preference.

NB: Communication will be entered into with shortlisted candidates only.