



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

RESEARCH AND INNOVATION OFFICE

**MANAGER INTERNATIONAL LINKAGES
(Re-Advertisement)**

**POSITION NUMBER: VL01
GRADE 7**

REFERENCE NUMBER: RI 2018/11/VL01

This position is responsible for offering services to Foreign students (current and potential), staff members and research centres with information on visas, finance, social and cultural differences as well as personal concerns.

KEY ACTIVITIES

1. Implement International Linkages Strategy

- Strategic expansion of membership of national and international research and teaching bodies
- Participate in the development of the annual divisional operational plan
- Prepare departmental operational plan aligned to the divisional operational plan for submission for approval to the DVC: R&I
- Draft and review institutional policies, procedures and systems related to Internationalization
- Deal with queries and escalated issues in timely manner, achieving resolution
- Provide information for management forums, contributing accurate details to enable sound decision making.
- Monitor continued adherence to approved internal controls, policies and procedures, implementing appropriate corrective action on deviations
- Keep up to date and informed about changes to legislation, rules and regulations and new developments

2. Provide information to International Student (IS) and Staff Support

- Creating opportunities for and facilitating intern staff members
- Facilitating visits of internationally acknowledged academics

- Information provision to prospective and current students
- Providing information to foreign Embassies and Consulates
- Hosting welcome and orientation programmes
- Faculty liaison on behalf of international students
- Assistance with visas, study permits, accommodation and procurement of funding
- Advice on and facilitating social interaction
- Assisting activities of the International Students' Association
- Marketing to attract international students
- Marketing to place current UNIZULU students with internationally acknowledged universities
- Assisting exchange students
- Facilitating and managing international inter-institutional agreements and partnerships
- Facilitating academic visits

3. Facilitate International Teaching & Learning as well as Research

- Conduct research to identify relevant stakeholders and activities related to the relationship between Institution and various communities.
- Initiating, expanding and maintaining international research, teaching and/or community service agreements
- Establishment of exchange programmes for postgraduate students with the aim to promote research

4. Manage International Linkages Funding

- Mobilising international funding for research
- Input into the preparation of the annual divisional budget
- Prepare annual departmental operational budget aligned to divisional budget
- Prepare annual budget to enable facilitation between University and communities for submission to the DVC: R&I for approval
- Monitor budget expenditure to ensure alignment to allocated budget
- Provide regular budget reports to DVC: R&I and make recommendations to address budget variances
- Approve and sign all purchase requisitions as per delegation of authority and institutional policies and procedures

5. Facilitate the Recruitment of International Students and Academics

- Actively participate in the recruitment of international students aligned to the operational plan
- Promoting UNIZULU at international conferences and workshops

6. Facilitate collaborations of International Linkages Community Engagement projects

- Maintain a database of stakeholders
- Review progress of engagements and report to the DVC: R&I and internal University stakeholders

- Advise, review and report on project progress in terms of IL
- Input into identifying projects of mutual benefit to the University and its communities and advise stakeholders on how the deliverables can be achieved in terms of IL

7. Manage Divisional HR Administration

- 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 Masters Qualification
- 10 Years' experience in Higher Education Sector
- Experience in International Affairs environment
- Minimum 5 years' experience in a research or market research environment
- Project management experience would be advantageous
- Computer Literacy (Ms Word, Ms Excel, MS PowerPoint, MS Outlook) ITS.
- Understanding of academic structures and academic coordination.
- Budgeting & Financial Management

OTHER REQUIREMENTS

KNOWLEDGE

- University Environment
- Relevant Legislation
- Financial Principles

BEHAVIOUR / ATTRIBUTES

- Ethical
- Integrity
- Honesty
- Diplomatic
- Self Starter
- Deadline Driven

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.
Candidates who have previously applied for this position, need not re-apply**