



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

**EXECUTIVE DIRECTOR: RICHARDS BAY CAMPUS
(FIVE-YEAR FIXED TERM CONTRACT)**

Reference Number: 2020/03/BA40

The University of Zululand invites applications for the position of Executive Director: Richards Bay Campus.

The Executive Director is responsible for providing strong leadership to the entire campus team, ensuring that the campus provides a high-quality learning experience for students, exceptional service to other stakeholders and a supportive, collaborative work environment for staff. Responsibilities include, but are not limited to developing a strategic plan for the campus, creating a strong culture on campus that embodies the mission of our institution, building a strong community with staff. The University is looking for a leader who will transform the Richards Bay Campus into a thriving learning community.

The Executive Director reports to the Vice Chancellor of the University of Zululand.

The incumbent will leverage his/her experience by assuming full responsibility for all divisions of the Campus. This includes: budgets, cost control, building, maintenance, student services, marketing and admissions, academic leadership and participation in community organizations. Additional responsibilities include:

- Assessing campus climate and drive support for overall vision and mission of the university
- Participating in the strategic planning process as well as participate in and support faculty involvement in campus operations
- Providing reports of all campus objectives to the Vice Chancellor
- Maintaining an open door policy and provide direction and support to all campus departments
- Developing and implementing strategic and operational plans to align with institutional strategic goals and objectives;
- Monitoring, evaluating and directing all campus activities to achieve desired outcomes.
- Managing budget to achieve financial stability and growth.

- Assigning duties of campus safety responsibilities to ensure campus security and safety of all employees and students.

MINIMUM REQUIREMENTS

- A Doctoral degree in Business or Education;
- Seven to ten years' management experience in the Higher Education sector;
- Understanding of regulatory compliance guidelines in the education industry or related sector
- Proven leadership and ability to guide and motivate a team of diverse culture;
- Ability to generate and nurture contacts to the benefit of the University;
- Ability to prioritise, handle pressure and responsibility, as well as work within deadlines;
- Ability to communicate effectively with regional and corporate administration in order to plan, coordinate and implement campus and/or divisional activities;
- Generate resources that add value to the image or identity of the University.
- Ability to demonstrate a high level of conceptual and strategic thinking to establish budgets, goals, policies and procedure;
- Ability to convey a professional image as well as effectively represent the institution as appropriate in its relationship with the business and government community.
- Ability to undertake research in matters of relevance to the University.

The appointment is for a five (5) year fixed term with possible renewal for a further and final term in appropriate circumstances.

Applicants must include the following information and documents which are critical in evaluating applications received:

- (a) A Self - Evaluation by the applicant of his/her ability for the appointment;
- (b) A completed UNIZULU 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)

Closing Date: 29 March 2020

For the APPLICATION FORM, please log on to the University website and click on vacancies (<http://www.unizulu.ac.za/vacancies>). To apply for this position, please email the application form and all required documentation to Mrs NP Matikinca, matikincan@unizulu.ac.za **OR** log on to PNET (www.pnet.co.za) to submit your application, 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. Communication will only be entered into with the shortlisted candidates.

By submitting an application for this vacancy you accept the recruitment and selection process of UNIZULU.

Please note in terms of the Universities recruitment policy preference will be given to South African citizens. UNIZULU is committed to employment equity and equal opportunity.