

**COLLEGE OF ACCOUNTING SCIENCES**

**DIRECTOR: SCHOOL OF ACCOUNTANCY**

**(Ref: CAS/SoA/BM/02-2025)**

**A CANDIDATE WILL BE APPOINTED IN A SUBSTANTIVE POSITION, EITHER AS A PROFESSOR, ASSOCIATE PROFESSOR OR SENIOR LECTURER, AND WILL BE SECONDED TO THE POSITION OF DIRECTOR**

UNISA is a publicly funded Institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, open and distance learning tertiary institution offering a variety of academic and career focused programmes, the University is inviting applications for a position in the COLLEGE OF ACCOUNTING SCIENCES.

**To be considered for a position, applicants must meet all the generic requirements plus the specific requirements as stated for the position. If found suitable for appointment, Unisa may offer an applicant appointment in a position at a level commensurate with qualifications and experience.**

**THE INCUMBENT WILL BE SECONDED TO THE POSITION OF DIRECTOR WHICH IS A TERM APPOINTMENT FOR A PERIOD OF THREE YEARS.**

The Director of the School is accountable for the provision of strong academic leadership in line with the vision, mission, values, principles, and codes of practice of UNISA, as well as its Strategic Plan. Through effective leadership, management and development of the department, the achievement and maintenance of the highest possible standards of excellence in all activities of the department must be ensured.

**Requirements:**

- Applicable qualification in the field of Accounting Sciences at NQF level 10
- Have a professional qualification and registration or affiliation with any recognized accounting professional bodies

**Additional Requirements:**

- At least five (5) years' teaching experience
- At least 3 years academic leadership experience
- Record of scholarly publications, accredited research outputs and research activities providing evidence of capacity to conduct relevant research
- Evidence of supervision of postgraduate students (Supervision to successful completion an advantage)
- Leadership and management competencies as demonstrated through administrative competence, interpersonal and communication skills and problem solving, judgement and decision-making abilities
- Knowledge of current ODeL practices including tuition and learner support.
- Knowledge of applicable DHET policies and practices
- Ability to provide innovative leadership in initiating, developing, and reviewing academic programmes
- Ability to lead and manage a diverse group of academics and programmes
- Provide guidance, intellectual stimulus, and professional leadership to CoDs
- Demonstrate competencies and skills in change management and transformation
- Proven experience in liaising with external stakeholders
- Evidence of involvement in engaged scholarship will be a strong recommendation
- Extensive evidence of a high degree of involvement in departmental, school, college and University committees including task teams and voluntary associations

## **KEY PERFORMANCE AREAS:**

### **Key Performance Area 1 (20%): Strategic Direction and Alignment**

- Providing input in the development of the College's strategy and communicating accordingly.
- Driving and directing the development of the School's operational plans and objectives in line with College strategy, plans and objectives and in accordance with relevant legislation.
- Driving and directing the development and reviewing of policies, processes, practices, procedures and systems relevant to the School.
- Driving and directing the development of the School's annual performance review.
- Providing leadership of strategic projects in the School.
- Providing leadership for the development, monitoring, and updating of the Institution's postgraduate student support plan.
- Providing leadership in the School for research and community engagement.

### **Key Performance Area 2 (40%): Operational Leadership and Process Management**

- Providing leadership regarding all the operations of the School from an overall perspective, which includes:
  - the provision of post graduate research support and
  - the performing of disciplinary/interdisciplinary research.
- Providing guidance, expertise, and advice to the Management on trends, best practice and applicable policies and legislation.
- Overseeing sustainable multi-level postgraduate workshops and/or relevant training programmes.
- Overseeing the provision of training and support in specialised areas within the research process (e.g. the use of originality checking software, High Performance Computing, statistical support).
- Overseeing training initiatives for supervisors.
- Overseeing the School's involvement in community engagement and research initiatives.
- Representing the School and College in vetting committees, portfolio research meetings and other research related initiatives.
- Embedding financial sustainability through a green Institution-wide culture.
- Driving the implementation of plans, policies, processes, practices, procedures, and systems and ensuring sustainability of business.
- Ensuring that operations meet all goals, targets (including research targets) and timelines and create value for the business and ensuring credibility.
- Managing the relationships and networks with internal and external stakeholders.

### **Key Performance Area 3 (10%): Forecasting, Budgeting and Financial Management**

- Compiling and managing the functional/operational budget in line with the portfolio and Institutional budget.
- Overseeing the management of external grants.
- Overseeing and monitoring functional expenditure within budgeted parameters and reporting on variances periodically.
- Directing and overseeing the funding of functional operations and budgeted activities.
- Managing the process of allocation of financial resources within the School.
- Managing the function's resources sustainably in accordance with financial principles.
- Authorising the procurement of the services of contractors, office stationery and equipment in alignment with the budget.
- Managing the department's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of Unisa.

### **Key Performance Area 4 (10%): People Management**

- Directing, mentoring and empowering employees and change within the School to promote high performance, optimal working environment, improving staff morale and cost-effective operations.
- Driving a high-performance culture by taking accountability for an effective and well-articulated performance management process.
- Monitoring the resourcing of the School through recruitment and filling of positions.
- Ensuring and monitoring that all staff in the School are orientated to the organisation, trained, skilled, retained and that their expertise is optimally applied.
- Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter and ODeL 2016-2030 strategy.

- Fostering an organisational culture and climate that is ethical and value driven.
- Ensuring compliance/implementation of the human resources policies, procedures, and practices.
- Building a robust, effective leadership pipeline, ensuring succession and capacity.

#### **Key Performance Area 5 (20%): Governance and Reporting**

- Monitoring and reporting on progress against functional initiatives (including community engagement and research initiatives).
- Monitoring and reporting on legislative and statutory compliance as defined by government and professional bodies.
- Promoting sound institutional governance, participating in required governance' structures and serving as a member on the required forums.
- Compiling reports on the School's performance at the required intervals reflecting all relevant statistics.
- Monitoring and reporting on external grants.

#### **ACTIVITY:**

**OPEN THE LINK BELOW FOR MORE INFORMATION ON APPOINTMENT CRITERIA:**

[CAS- Director School of Accountancy P AP SL Final pdf](#)

**Shortlisted candidates will be expected to give a 10min presentation on a topic to be provided**

<b>Assumption of duty</b>	: As soon as possible thereafter
<b>Allowance</b>	: Secondment allowance is commensurate with the policy
<b>Enquiries</b>	: 012 429 2582 (Ms B Mocumi)
<b>Closing Date</b>	: <b>28 March 2025</b>

You can find the application form on this link: [Permanent Academic Application form 2025 \(1\).doc](#)

**Your application form must be accompanied by a COMPREHENSIVE CURRICULUM VITAE and;**

- identity document (*including passport, work permit, permanent residence permit or proof of naturalization if applicable*) (certified copies within the previous six months);
- all educational qualifications (certified copies within the previous six months);
- academic transcripts/records (certified copies within the previous six months);
- proof of SAQA verification for foreign qualifications (*if applicable*) (certified copies within the previous six months)
- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant
- Unisa is not obliged to fill an advertised position
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation*



- **We welcome applications from Persons with Disabilities**

#### **ACTIVITY:**



- Applications must be emailed to [cas1pa@unisa.ac.za](mailto:cas1pa@unisa.ac.za)



- **Applications sent to the incorrect email address will not be considered.**
- **Late, incomplete and incorrect applications will not be considered.**

**Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful.**

