

INSTITUTIONAL OFFICE

INTERNAL AND EXTERNAL ADVERTISEMENT

Applications are hereby invited for the following position

Executive Director: Student Affairs
Five-year contract,
Peromnes P3
Reference No: WSUINST2021/008

The Office of the Vice-Chancellor and Principal wishes to recruit a dynamic, experienced, and charismatic leader. The role's primary purpose is to provide a leadership and management role in the various aspects of student affairs at the university. This will include inter alia, liaising with elected student bodies, student organisations, residences, academic and other support services, and the general promotion of a culture of learning.

Minimum requirements:

- A relevant PhD/Doctoral degree
- At least 5 years experience in a senior leadership role within higher education
- Experience in managing change and maintaining sound interpersonal relations
- Proven executive level managerial or administrative experience or expertise
- Willingness to engage in University duties outside of regular working hours
- Demonstrable general dynamic leadership and management abilities
- Pragmatic knowledge of quality assurance
- Sound entrepreneurial, negotiating and financial management skills
- Proven strategic planning and implementation abilities
- Familiarity with the higher education legislative environment and transformation imperatives
- Demonstrable ability in conceptualising, planning and implementation of student development programmes and initiatives

Key Performance Areas:

- Strategy development and execution
- Student Affairs Policy & Procedure Management
- Safety, health and environmental management
- Quality assurance and risk management
- Resource management: human resources
- Resource management: budget and finance
- Monitoring, evaluation and reporting

Competencies:

- Technical/ professional knowledge and skill
- In-depth knowledge of student affairs administration systems
- Leadership and people management

- Financial management
 - Planning and organising
 - Ability to work in a changing environment
 - Client service
 - Communication
 - Building interpersonal relationships
 - Results Focused
 - Developing others
 - Stress tolerance
 - Conflict resolution skills
 - Confidentiality, tact and discretion when dealing with people
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WSU offers a competitive executive remuneration package, inclusive of various benefits such as medical aid and pension fund.

Interested applicants should send a detailed Curriculum Vitae, certified copies of academic qualifications and the names and contact details of three referees to Human Resources, Institutional Office via e-mail at wsurecruit@wsu.ac.za

Telephonic enquiries: Ms Nomhle. Zatelela at 043 703 8558.

Closing date: 19th April 2021

If you do not hear from us within two months of the closing date, please consider your application unsuccessful.

WSU is committed to employment equity, and persons with disabilities are encouraged to apply.

A developmental university...
• technological • scientific • innovative • responsive

