



The **University of Mpumalanga (UMP)** is a comprehensive University established to provide a relevant, engaged and sustainable learning and teaching environment of outstanding academic excellence to match not only the skills and economic needs of the Province and its people, but of the Country as a whole. The **UMP** invites applications for the following position:

**DIRECTOR/DEPUTY DIRECTOR:
ACADEMIC PLANNING AND QUALITY ASSURANCE
P5/6**

The University of Mpumalanga seeks to appoint an experienced person to lead the Academic Planning and Quality Assurance Division.

The primary role of this position is to provide strategic oversight to determine and implement strategies, policies, processes and procedures associated with academic planning and quality assurance. The Director/ Deputy Director will work with and report to the Deputy Vice-Chancellor (Teaching and Learning).

MINIMUM REQUIREMENTS:

	Director	Deputy Director
1.	PhD	M+5 or a Relevant Master's Degree.
2.	At least 10 years of experience in academic planning and quality assurance in an academic institution with at least 5 years in a senior leadership role.	At least 8 years of experience in academic planning and quality assurance in an academic institution with at least 5 years in a middle management role.
3.	Where focus of experience is on one of academic planning or quality assurance, the applicant will have expertise in academic planning and quality assurance and sufficient experience of the other.	Where focus of experience is on one of academic planning or quality assurance, the applicant will have a sound understanding and some experience of the other.
4.	Extensive knowledge of the South African Higher Education Sector specifically in the areas of academic planning and quality assurance.	Knowledge of the South African Higher Education Sector specifically in the areas of academic planning and quality assurance.
5.	Considerable relevant experience working with the DHET, CHE and HEQC.	Relevant experience working with the DHET, CHE and HEQC.

KEY PERFORMANCE AREAS:

Director	Deputy Director
<ul style="list-style-type: none"> Provide strategic oversight of Academic Planning and Quality Assurance Division. Monitor the coordination and development of APQA policies, processes and procedures. Lead strategic academic planning in relation to the development of new qualifications and size and shape of the university; Ensure overall quality assurance in relation to teaching and learning; Write executive reports for internal and external stakeholders Monitor and provide compliance reports with external policies Management of all APQA external and internal reviews. 	<ul style="list-style-type: none"> Implement effective and efficient Academic Planning and Quality Assurance; Coordinate and facilitate the implementation of policies, processes and procedures Implement the academic plans in relation to the development of new qualifications and size as well as shape of the university; Provide quality assurance in relation to teaching and learning; Write reports for internal and external stakeholders Facilitate compliance with external policies Coordinate of all APQA external and internal reviews.

KEY COMPETENCIES AND SKILLS:

KNOWLEDGE

- An excellent theoretical understanding of academic planning and quality assurance in South Africa and more widely;
- A sound understanding of Higher Education and its roles in South Africa.

SKILLS

- Well-developed interpersonal and leadership skills;
- Excellent written and oral skills;
- Presentation skills.

PERSONAL ATTRIBUTES:

- People orientated, hard worker, responsible, reliable, creative and innovative.
- Respectful, honest, punctual and understand protocol.
- Proven attributes of transparency, integrity and teamwork.

Candidates who meet the minimum requirements are invited to apply for the advertised positions. Remuneration will be commensurate with the level at which incumbents of this position will be expected to perform.

It is compulsory that all applications have the following documents:

- UMP application form for employment (is accessible on www.ump.ac.za)
- Letter of application (that provides detailed information on how the applicant meets the requirements for the position)
- A comprehensive CV
- Certified copies of relevant qualifications, ID and appropriate references; one reference should be from your current employer or manager.

Failure to comply with the requirements on your application will automatically disqualify your application.

All applications should be forwarded electronically to:
umprecruitment@ump.ac.za

If UMP has not responded within eight weeks of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into with shortlisted candidates. It is the intention of the university to promote representivity in respect of race, gender, and disability through the filling of this post.

Enquiries and details regarding this post may be directed to Human Resource Management, **Ms Nomsa Mnisi** on **(013) 002 0056**.

Closing date is 16 May 2022.