



University of Venda
Creating Future Leaders

University Road, Thohoyandou, Limpopo
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Limpopo, South Africa

www.univen.ac.za

THE UNIVERSITY OF VENDA (UNIVEN) situated in the fast-growing town of Thohoyandou in the scenic Vhembe District of Limpopo Province of South Africa, is a dynamic Comprehensive University that embraces a high-performance culture. The University has a diverse population of staff and students from all over the world. Over the past years, the University has experienced tremendous growth and change in terms of its research output, student performance and infrastructure. The University has therefore become an important player in the South African higher education landscape, contributing significantly to the human resources and development needs of the region and country.

Applications are invited from qualifying candidates for the following replacement position which form integral part of the Executive Management Committee. Appointment to this position will be on a five-year fixed term contract which is renewable for a further term subject to performance and the needs of the University.

REGISTRAR

The University of Venda is inviting applications for the position of Registrar. The University Registrar is a member of the Executive Management Committee and reports to the Vice-Chancellor and Principal. The University seeks to appoint a dynamic, visionary; and thought leader as the secretary to the Council, Senate, Convocation and Institutional Forum and the head of the University's Academic Administration in accordance with relevant legislation and in alignment with the University's strategic plan and UNIVEN value chain model called ARISE (Admission, Retention, Instruction, Scholarship and Enablement).

As the Chief Administrative and Compliance Officer of the University and the repository of university documents/record, the Registrar provides strategic leadership by ensuring compliance with the Higher Education Act and the University Statute, policies, and various rules and regulations governing the institution. He/she will be responsible primarily for and participate in university-wide activities including Corporate Governance, Student Affairs, Records and Archives, Institutional Planning and Graduation ceremonies.

MINIMUM REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE: A Bachelor of Law (LLB) degree or any other appropriate qualification plus a Masters degree. In addition, the ideal candidate will be someone who fulfils the following criteria: • At least 10 years' relevant administrative experience at Senior Management level preferably within a tertiary or similar environment • Has demonstrated a track record of successfully managing a complex portfolio of reasonable size • Has a successful record of leadership and team work • Has experience in strategic thinking and operationalizing such thinking into plans and projects • Has an understanding of the challenges within the higher education landscape in South Africa and internationally • Has a deep understanding of the operations and affairs, including funding, of a university enterprise • The candidate must be a person of proven integrity, possess high moral character, an excellent manager of human resources and a team player • The candidate must be a person with proven leadership qualities and high level inter-personal skills • The candidate must have a firsthand knowledge of the complexity of a university system and be capable of harnessing the potentials of subordinates and colleagues to attain the overall goals of the University • Has demonstrable knowledge of the South African Higher Education landscape and regulatory frameworks • He/she must be an accomplished operational manager with requisite administrative alertness to institutional dynamics, capable of working with diverse constituencies and able to communicate frequently with the office of the Vice-Chancellor and Principal on relevant important issues affecting the Institution.

KEY RESPONSIBILITIES: • Oversee and ensure effective and timeous academic administrative support in the maintenance of academic structures and standards, student enrolment, assessment and graduation at the university • Provide leadership into the development and implementation, and in the monitoring, evaluation and review of policies and procedures to govern and manage the administration of Academic Structures, Student Enrolment and other related Service Units • Oversee the processes related to application, selection and admission of students; examinations and graduations • Provide leadership in managing, analyzing and archiving all student-related records • Communicating all data derived from student related processes to internal and external stakeholders • Committee functions: Provide support to Council, Senate and their relevant committees as required • Provide leadership in the management and mitigation of Strategic and Operational Risks within the Registrar's portfolio • Provide leadership on Student Affairs (Governance, Health and Wellness, Sports & Student Residence) • Provide leadership in the development of the overall annual university academic calendar.

Closing date: 12 May 2023

Full details of the position and the application procedure is available at www.univen.ac.za "Vacancies". Should you need assistance, please call 015 962 9229/9294.

The University of Venda is an equal opportunity employer committed to the principles of Employment Equity Act no. 55 of 1998 as amended. Preference will be given to designated groups in alignment with our Employment Equity Plan. The University reserves the right not to make an appointment. Candidates with foreign qualifications will be expected to have their qualifications evaluated by the South African Qualifications Authority (SAQA) before we formalise the appointment.