

The National University Of Lesotho



EXTERNAL ADVERT

POSITION	Director Development Planning
POST NO.	0070
DEPARTMENT/SECTION	Administration
RESPONSIBLE TO	Vice Chancellor
LOCATION	National University of Lesotho (Roma)
RESPONSIBLE FOR	Quality Assurance Officer, Statistician, Personal Secretary

QUALIFICATIONS

EDUCATIONAL BACKGROUND

1. PHD in Development Planning, **OR**
 2. Educational Planning and Management **OR**
 3. Business Management with a certificate in Development Planning
- All the above qualifications should be** coupled with at least 5 years working experience in leadership position (Senior/Executive Management)

OTHER NECESSARY KNOWLEDGE AND/OR EXPERTISE

- a) Working experience as an administrator at Head Of Department or equivalent
- b) Experience in higher education institutional research and planning at university level
- c) Experience in national manpower development processes, planning, procedures, strategies and research
- d) Knowledge of broad understanding of assessment as it relates to higher education and an understanding of current issues facing higher education in Africa
- e) Working experience in the development, administration and analysis of academic and institutional assessment
- f) Working experience with academic programme review
- g) Working experience using institutional data bases and data collection systems including MS Office products, such as Access or Excel and statistical packages such as SPSS or SAS
- h) Working experience with institutional planning and strategic planning
- i) Ability to initiate in taking on tasks and seeing them to completion
- j) Ability to write clear and concise reports

- k) The incumbent should be an excellent communicator, leader and manager
 - l) Ability to develop surveys, evidence of research methodology and design skills, use of descriptive and statistical analyses, and making presentations
 - m) Ability to organize work/tasks. Should possess effective analytical skills
 - n) Ability to work as a team player
 - o) The incumbent should be result oriented
 - p) The incumbent should be able to portray ethical and professional behavior
 - q) Ability to fund raise
- **Certificate in Educational Planning/any other planning certificate will be an added advantage**

1. Job Purpose

The purpose of this job is to ensure there is institutional data, effective planning, implementation of the institutional operational plan and ensuring quality assurance standards for effective strategic plan implementation

2. Job Summary

2.1 The incumbent of this position will be responsible for the following key tasks; to develop, modify and ensure Implementation of NUL strategic plan, institutionalise effectiveness, engage in institutional Research; effect institutional planning, develop institutional policies and ensure implementation of Quality Assurance.

3. MAIN DUTIES/KEY TASKS

3.1 To develop, modify and ensure Implementation of NUL strategic

- a) To Modify and ensure Implementation of Planning Operational plan
- b) To align the departmental job descriptions with NUL Strategic plan
- c) To implement performance management system in Planning department
- d) To develop departmental operational plan annually
- e) To assist heads of sections to develop their sectional operational plans
- f) To assess/review sectional heads half yearly
- g) To submit the departmental assessment forms
- h) To restructure Planning Department based on NUL developments
- i) To generate and oversee strategic fundraising efforts and activities

3.2 To Institutionalise effectiveness

- a) To plan, organize, control and direct data and information to assess institutional effectiveness
- b) To benchmark the institution against quality standards and criteria

- c) To determine strategies for improving institutional effectiveness in academics, student services, financial and administrative services
- d) To Serve as internal consultant for institutional effectiveness

3.3 To engage in institutional Research:

- a) To gather and aggregate data on student enrolment, programmes, services, finances, grants and contracts and personnel
- b) To provide data to support policy development, institutional planning, resource allocations and institutional decision making
- c) To Provide data for public accountability
- d) To provide boiler plate data for institutional reports and grants and contracts
- e) To design, conducts and write-up studies on institutional issues and makes recommendations for improvement
- f) To complete surveys and institutional reports as requested by agencies and government
- g) To produce an annual University fact-sheet/book

3.4 To effect Institutional Planning:

- a) To provide leadership for general institutional planning
- b) To oversee the Strategic Planning process
- c) To oversee the review, reporting, and evaluation of planning efforts
- d) To integrate academic and physical planning for infrastructure development
- e) To oversee campus master planning
- f) To oversee the preparation or production of annual report

3.5 To develop institutional policies

- a) To engages in policy planning and develops institutional policy
- b) To develop and implement strategies for improving systems and services
- c) To engage in benchmarking to result in new and improved policy

3.6 To ensure implementation of Quality Assurance:

- a) To serve as the University's chief quality assurance resource person and guides the quality assurance process throughout the University
- b) To assist the University in developing Quality Assurance policy and procedures and other instruments to assess practices for improving quality
- c) To guide the Accreditation process and oversee Programme Reviews

Assume additional tasks as assigned by the Vice Chancellor, and act for any senior position as assigned.

KEY PERFORMANCE AREAS(KPA)	KEY PERFORMANCE INDICATORS(KPI)
To modify and ensure implementation of planning operational plan	Availability of aligned departmental job descriptions with NUL strategic plan

	<p>Availability of developed annual departmental plan</p> <p>Availability of operational plan for units</p> <p>Availability of assessed units heads half yearly</p> <p>Availability of submitted departmental assessed forms in HR department</p> <p>Availability of restructured planning department</p> <p>Availability of fund raising strategies</p> <p>Availability of developed proposals for fund raising</p> <p>Availability of signed fund supporting MOU's</p>
To institutionalize effectiveness	<p>Availability of collected and analyzed data</p> <p>Availability of developed standards and criteria for both Academic and Administrative department</p> <p>Availability of strategies for institutional improvements</p> <p>Availability of monthly reports</p>
To engage in institutional research	<p>Availability of research documents on student enrolment, programmes, services, finances, grants and contracts</p> <p>Availability of data for development of institutional policies, planning, resource allocation etc</p> <p>Availability of analysed data</p> <p>Availability of monthly reports</p> <p>Availability of write up studies on institutional issues</p> <p>Availability of completed surveys for submission to agencies, NUL committees, government etc</p>
To effect institutional planning	<p>Availability of updated strategic plan</p> <p>Availability of evaluation reports</p>

	Availability of NUL master plan
To develop institutional planning	Availability of documented comments for different policies Availability of developed policies Availability of benchmarking reports
To ensure implementation of Quality Assurance	Availability of institutional Quality Assurance policies Availability of quality assurance guiding tools Availability of internal audit schedule Availability of reviewed programmes

4. REMUNERATION

The University offers competitive salaries and other benefits commensurate with qualifications and experience.

5. CONTRACT DURATION

The appointment shall be for a contract of five **(5)** years.

6. INFORMATION REQUIRED FROM CANDIDATES;

- (a) Motivation letter that will assist the University to determine the candidate's suitability for the position;
- (b) Applicants should **quote** the vacancy number of the post applied for;
- (c) Provide **names** and **contact details** of three (3) professional referees from Lead Consultants, Project Managers and Employers (current or previous).
- (d) Comprehensive curriculum vitae, certified copies of educational certificates and transcripts.
- (e) Application letters should **bear** signatures.
- (f) Incomplete applications will not be considered.

Closing date for receiving full applications is **19th August, 2019**.

Applications should be hand delivered or post to:

Director - Human Resources
National University of Lesotho
P.O. Roma 180
Lesotho
Southern Africa

DISCLAIMER:

If you do not receive any response within three months after the closing date, you must consider your application unsuccessful.

