

The National University Of Lesotho



EXTERNAL VACANCY

The National University of Lesotho invites applications from suitably qualified candidates for the following post:

Position:	Director Institute of Extra Mural Activities(IEMS)
Post No.	0020
Department:	Academic
Responsible to:	Pro- Vice-Chancellor
Location:	National University of Lesotho IEMS –Maseru
Responsible for:	Heads of Departments x 6, Senior Assistant Registrar & Coordinator Open Distance Learning

1. QUALIFICATIONS

Educational Background and Experience:

- A doctoral degree is required. Professorship will be preferred.
- At least five (5) years of administrative experience as Head of Department, Dean or Director.

2. OTHER NECESSARY KNOWLEDGE AND EXPERTISE

2.1 Knowledge, Skills and Abilities:

- Ability to provide academic leadership, and to support development of research in education.
- Evidence of formulating and implementing innovative educational strategies and programmes to serve the educational needs of students in higher education.
- Evidence of ability to generate income and manage resources.
- Evidence of ability to develop partnerships, with outcomes
- Ability to work with business and industry, government and international donor agencies.
- Ability to meet deadlines and work under pressure.
- Be a self-starter, innovative, inventive, analytical, creative, and entrepreneurial.
- Strong interpersonal skills to work with academics and constituencies outside the University
- Technically proficient in the use of technology and appropriate software

2.2 Additional Requirements with Added Advantage

Candidates with the following requirements shall have an added advantage:

- a) Experience in leadership and management at the Faculty, Institute or other senior level position;
- b) Evidence of leading the development of graduate education and research at an institution of higher learning;
- c) Resource mobilisation skills;
- d) Capacity to operate as change agent to enhance NUL's competitive urge.

3. PURPOSE OF THE JOB

The purpose of this position is to provide administrative and academic leadership to drive the NUL policy of Open and Distance Learning in order to increase access to educational services and programmes that will assist in promoting national development, and to focus on continuing professional development, and lifelong learning.

4. JOB SUMMARY

3. The incumbent will be expected to attend to the following duties to; To provide strategic leadership and direction, administrative and financial management of IEMS; Provide leadership, innovation and coordination of all Activities to the institution (IEMS); To Oversee implementation of Open and Distance Learning (ODL) Programmes; To design strategies for enhancing the resources of the institution through academic initiatives, including but not limited to professional development programmes; To Align IEMS Operational Plan with NUL Strategic Plan and Implement Performance Management System (PMS); To ensure continuing professional development of the teaching and research staff through professional development opportunities and assume additional tasks as assigned by the Pro-Vice Chancellor, and act in senior positions where requested.

5. DUTIES AND RESPONSIBILITIES

The Director IEMS is the principal academic officer whose duties and responsibilities include to:

5.1 To provide strategic leadership in administration and financial management of IEMS

- a) To maintain and promote efficiency and good order of the institute;
- b) To articulate the University vision and mission both internally and externally;
- c) To lead and drive fund-raising strategies for the institution and to exploit financial opportunities and acquisitions for the University;
- d) To ensure efficient and accountable utilization of public funds;
- e) To provides academic leadership and ensure delivery of quality teaching and research relevant to the needs of the nation served by the institution;

- f) To develop and implement procedures and controls that promote communication and adequate information flow within the institution.

5.2 Provide leadership, innovation and coordination of all Activities to the institution (IEMS)

- a) To lead the development/review of undergraduate and graduate programmes to meet national, regional and global human resource development priorities;
- b) To ensure that all programmes, curricula, and course information is documented;
- c) To develop an academic plan for the institute, including new programmes and services;
- d) To oversee the development and implementation of the Academic Strategic Plan in line with the University SP and National Strategic Plan;
- e) To conduct quarterly and annual reviews of accomplishments of the Academic Strategic Plan and its revisions;
- f) To prepare reports and presentations for statutory bodies timely.

5.3 To oversee implementation of Open and Distance Learning (ODL) Programmes

- a) To liaise with the Common wealth of learning to ensure promotion of open and distance learning and implementation of Open Educational Resources at NUL.
- b) To ensure proper research on ODL programmes for the country
- c) To develop ODL policy and the necessary tools for implementation
- d) To develop ODL programmes in collaboration with faculties and academic departments
- e) To market ODL programmes, locally, nationally and internationally
- f) To ensure availability of equipment at the regional centres
- g) To ensure customer satisfaction
- h) To ensure funding and accountability for the programme fund
- i) To initiate innovations in teaching and learning, particularly the improved use of technology and OLD

5.4. To design strategies for enhancing the resources of the institution through academic initiatives, including but not limited to professional development programmes:

- a) To forge linkages for partnership with relevant organisations, donor agencies and other higher education institutions nationally, regionally and internationally;
- b) To exploit financial opportunities and acquisitions for academic programmes;
- c) To develop a proposal format for soliciting resources for the institute (IEMS);
- d) To ensure accountability of the funds and develop timely reports;
- e) To prepare reports and presentations for statutory bodies timely.

5.5 To Align IEMS Operational Plan with NUL Strategic Plan and Implement Performance Management System (PMS)

- a) To align the departmental job descriptions with NUL Strategic plan;
- b) To participate in review of performance management policy, guidelines and tools;
- c) To implement Performance Management System Policy;
- d) To ensure development of IEMS operational plan in line with NUL strategic plan
- e) To assist heads of departments to develop their sectional operational plans;
- f) To assess/review heads of departments half yearly;
- g) To restructure IEMS to meet the national, regional and international needs

5.6 To ensure continuing professional development of the teaching and research staff through professional development opportunities:

- a) To ensure participation in review of professional development policy for teaching and research staff;
- b) To ensure implementation of professional development policy for teaching and research staff;
- c) To ensure development and implementation of succession plans from departments;
- d) To prepare reports and presentations for statutory bodies timely.

5.7 Assume additional tasks as assigned by the Pro-Vice Chancellor, and act in senior positions where requested

6. KEY PERFORMANCE AREAS AND KEY PERFORMANCE INDICATORS

Key Performance Areas (KPA's)	Key Performance Indicators (KPIs)
6.1 To provide strategic leadership in administration and financial management of IEMS	<ul style="list-style-type: none">• Implemented policies• Developed fund raising papers and signed MOUs• Developed monthly accounting reports• Implemented NUL operational plan• Developed communication strategies• Developed monthly reports
6.2 Provide leadership, innovation and coordination of all Activities to the institution (IEMS)	<ul style="list-style-type: none">• Developed/reviewed undergraduate/graduate programmes• Documented programmes, curricula and course information• Developed academic plan• Developed quarterly and annual reviews of accomplishments of the academic strategic plan and its revisions

	<ul style="list-style-type: none"> • Developed reports for statutory bodies
6.3 To oversee implementation of Open Distance Learning(ODL)	<ul style="list-style-type: none"> • Developed agreements with common wealth of learning • Developed research document on OLD programmes for the country • Developed ODL policy and tools • Developed ODL programmes • Developed marketing strategy for OLD programmes • Developed customer satisfaction tool • Signed MOUs • Developed financial reports expenditure • Developed innovations for teaching and learning • Developed reports and presentations
6.4 To design strategies for enhancing the resources of the institution through academic initiatives, including but not limited to professional development programmes.	<ul style="list-style-type: none"> • Developed proposals and signed MOUs. • Developed networking strategies. • Developed proposal format. • Developed financial and performance/activity based report. • Developed reports & presentations for statutory bodies.
6.5 To align IEMS operational plan with NUL Strategic Plan and Implementation of Performance Management System(PMS)	<ul style="list-style-type: none"> • Aligned departmental job descriptions with NUL Strategic plan • Documented comments for review of performance management policy • Developed annual departmental plan • Developed operational plan for IEMS • Assessed units heads half yearly • Developed operational plans for departments • Restructured IEMS departments
6.6 To ensure continuing professional development of the teaching and research staff through professional development opportunities.	<ul style="list-style-type: none"> • Documented comments for review of professional development policy on teaching and research. • Developed strategies for implementation of professional development policy • Developed and implemented succession plans. • Developed reports & presentations for statutory bodies.

7. REMUNERATION

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

8. CONTRACT

The appointment shall be for a contract of **three (3)** years.

9. 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 **26th July, 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.