

NATIONAL UNIVERSITY OF LESOTHO



VACANCY

The National University of Lesotho invites applications from suitably qualified candidates for the position of **Pro-Vice-Chancellor**. The University offers a competitive remuneration package on a four (4) year performance based contract.

APPLICATION PROCEDURE

Interested candidates should submit their applications electronically to registrar@nul.ls on or before **16:30hrs on Friday the 29th March, 2019**. Alternatively hard copies of applications may be delivered to the Secretary of the Joint Committee of Council and Senate, C/O Office of the Registrar, NUL, Roma.

Submissions should include a motivation letter not exceeding 600 words, a detailed curriculum vitae, certified copies of academic certificates, names and contacts of three referees, with at least one from an institution of higher learning, the current or most recent employer.

Applicants must ensure that their referees submit **signed** reference letters directly to NUL. Both the application and reference letters should be sent directly to the Registrar as shown above.

For further clarifications, please contact the Registrar at; +266 22 340 601 or +266 22 340 264.

Below is a detailed Job Description for the position of Pro-Vice-Chancellor.

Job Description

Position:	Pro-Vice-Chancellor
Department:	Academic
Responsible to:	Vice-Chancellor
Location:	National University of Lesotho (Roma)
Responsible to:	Faculty Deans, Directors; Institute of Extra Mural Studies and Centre for Teaching and Learning, Senior Assistant Registrar (PVCs Office), and Personal Secretary.

1. QUALIFICATIONS

1.1 Educational Background and Experience:

A distinguished academic record of international significance at the level of PhD with at least five (5) years extensive managerial and administrative experience in Higher Education Institutions or comparable organizations.

A member of the teaching and research staff in the rank of Professor or Associate professor level is preferred.

2. OTHER NECESSARY KNOWLEDGE AND EXPERTISE

2.1 Knowledge, Skills and Abilities:

- a) Extensive senior level experience in policy development and implementation, leadership and management at departmental level at least;
- b) Appreciation and understanding of the issues and needs of higher education in the 21st century;
- c) Ability to think strategically, manage multiple and complex tasks and broker consensus at various levels;
- d) Proven communication skills, attention to detail and proficient managerial skills;
- e) Ability to work collaboratively with various constituencies as a team player;
- f) Experience in managing human resources, setting goals and objectives, and monitoring and evaluating performance for success;
- g) Ability to identify and use data for effective decision-making;
- h) Commitment to quality education in teaching, research and community service;
- i) Resourcefulness and innovativeness in solving academic related problems and issues;
- j) Commitment to students, assuring that they have the best education for future success.

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 lead the academic and research programmes in line with the University's Strategic, Goals and Objectives.

4. JOB SUMMARY

The incumbent will be expected to attend to the following duties to; provide strong and innovative leadership to the academic enterprise, design strategies and mechanisms to create a research culture, providing strategic direction to institutional research initiatives, design strategies for enhancing the resources of the institution through academic initiatives, including but not limited to professional development programmes, design strategies for enhancing the resources of the institution through academic initiatives, including but not limited to professional development programmes, ensure continuing professional development of the teaching and research staff through professional development opportunities both on and off campus, oversee the development and advancement of library and information services, implement Performance management system in academia and Assume additional tasks as assigned by the Vice Chancellor, and act for the Vice-Chancellor when requested.

5. DUTIES AND RESPONSIBILITIES

The Pro-Vice-Chancellor is the principal academic officer whose duties and responsibilities include to:

5.1 Provide strong and innovative leadership to the academic enterprise:

- 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 guide the development of academic planning capacities in the departments and faculties that is geared towards increased business/industry and education partnership;
- 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 enhance and implement open and distance education programmes and services on and off campus;
- g) To prepare reports and presentations for statutory bodies timely.

5.2 To design strategies and mechanisms to create a research culture, providing strategic direction to institutional research initiatives:

- a) To develop new academic policies and procedures and review current ones;
- b) To promote research by designing research strategies, policies and mechanisms;
- c) To develop/revise terms of reference for Research & Conferences Committee (RCC);

- d) To revamp RCC at institutional level;
- e) To ensure functioning of sub RCC at faculty/department level;
- f) To forge linkages for partnership in research with relevant organisations, donor agencies and other higher education institutions nationally, regionally and internationally;
- g) To prepare reports and presentations for statutory bodies timely.

5.3 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 University;
- d) To ensure accountability of the funds and develop timely reports;
- e) To prepare reports and presentations for statutory bodies timely.

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

- a) To ensure development and review of professional development policy for teaching and research staff;
- b) To ensure development of strategies and mechanism for professional development programmes for deans, directors, researchers etc.;
- c) To ensure development and implementation of succession plans from faculties and departments;
- d) To prepare reports and presentations for statutory bodies timely.

5.5 To oversee the development and advancement of library and information services:

- a) To Ensure implementation of International, National & NUL library standards and procedures;
- b) To provide information and support to the teaching, learning, community, research and administrative services of the university;
- c) To chair the library board meetings and supervise the University Librarian;
- d) To prepare reports and presentations for statutory bodies timely.

5.6 To implement Performance management system in academia:

- a) To participate in review of performance policy, guidelines and tools;
- b) To ensure development of academic operational plan in line with NUL strategic plan;
- c) To ensure development of operational plans at faculty level;
- d) To assess the Faculty Deans and Directors and other personnel in the Pro-Vice-Chancellor's office periodically.

5.7 Assume additional tasks as assigned by the Vice Chancellor, and act for the Vice-Chancellor when requested.

6. KEY PERFORMANCE AREAS AND KEY PERFORMANCE INDICATORS

Key Performance Areas (KPA's)	Key Performance Indicators (KPIs)
6.1 Provide strong and innovative leadership to the academic enterprise.	<ul style="list-style-type: none"> • Developed and reviewed graduate and undergraduate programmes. • Documented programmes, curricula and course information. • Developed and implemented academic strategic plan. • Documented quarterly and annual reviews. • Developed reports and presentations.
6.2 To design strategies and mechanisms to create a research culture, providing strategic direction to institutional research initiatives.	<ul style="list-style-type: none"> • Developed and reviewed academic policies and procedures. • Developed research strategies, policies and mechanisms. • Developed terms of reference for RCC. • Selected committee members and scheduled annual meetings. • Attended submissions from faculty sub RCC. • Developed proposals and signed MOUs. • Developed reports and presentations for statutory bodies.
6.3 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.
6.4 To ensure continuing professional development of the teaching and research staff through professional development opportunities.	<ul style="list-style-type: none"> • Developed/reviewed professional development policy on teaching and research. • Developed/ reviewed strategies for professional development programmes. • Developed and implemented succession plans. • Developed reports & presentations for statutory bodies.
6.5 To oversee the development and	<ul style="list-style-type: none"> • Developed NUL standards & procedures in line with international & national.

advancement of library and information services.	<ul style="list-style-type: none"> • Implemented resolutions from the meetings. • Periodic assessment for University Librarian. • Developed reports & presentations for statutory bodies.
6.6 To implement performance management system in academia.	<ul style="list-style-type: none"> • Documented comments and suggestions for the PMS review. • Developed academic operational plan. • Consolidated academic and departments operational plan. • Assessed operational plans. • Developed reports & presentations for statutory bodies.