

# NATIONAL UNIVERSITY OF LESOTHO



## VACANCY

The National University of Lesotho invites applications from suitably qualified candidates for the position of **Vice-Chancellor**. The University offers a competitive remuneration package on a five (5) year performance based contract.

### APPLICATION PROCEDURE

Interested candidates should submit their applications electronically to [registrar@nul.ls](mailto:registrar@nul.ls) on or before **16:30hrs on Friday the 29<sup>th</sup> 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 Vice-Chancellor.

### Job Description

<b>Position:</b>	<b>Vice Chancellor</b>
<b>Department:</b>	Administration
<b>Responsible to:</b>	Council
<b>Location:</b>	National University of Lesotho (Roma)
<b>Responsible for:</b>	Pro-Vice-Chancellor, Registrar, Bursar, University Librarian, Director Human Resources, Director Campus Services, Director Student Affairs, Director Legal Services, Director Security and Safety, Director Communications and Marketing.

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## **1. QUALIFICATIONS**

### **1.1 Educational Background and Experience:**

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

Attainment of the rank of Professor or Associate Professor is required.

## **2. OTHER NECESSARY KNOWLEDGE AND EXPERTISE**

### **2.1 Knowledge, Skills and Abilities:**

- a) Experience of transforming a major organization and developing a unique vision to which colleagues enthusiastically subscribe;
- b) Experience in organizational design, restructuring and transformation of organizational processes;
- c) Strong appreciation of emerging global trends in higher education;
- d) The ability to represent the University effectively in its dealings with Government, International agencies and other external stakeholders;
- e) A track record of success in fund raising;
- f) Ability to take a long-term and strategic view and entertain a wide range of possibilities in developing and implementing strategic plans;
- g) Ability to assess market trends in Higher Education and devise a strategic direction to take the University forward.

## **3. PURPOSE OF THE JOB**

The Vice-Chancellor is the academic and Chief Accounting Officer of the University, and has an overall responsibility and accountability for the effective and efficient management and leadership of the University in line with its policies, goals and objectives, financial leadership that enables the University to accomplish its mission and to uphold its core values.

## **4. JOB SUMMARY**

The incumbent will be responsible for the following tasks to; provide strategic leadership and direction in the academic, administrative and financial management of the University, promote and safe guard the international and national academic status and credibility of the University, advance, coordinate and implement the overall University strategies and policies, ensure development, review and implementation of NUL strategies, manage, administer and execute functions, provide academic leadership that aims to attain the University Vision, Mission, Goals and Objectives, chair and participate in NUL statutory bodies and implement performance management system for the administration team.

## **5. DUTIES AND RESPONSIBILITIES**

### **5.1 To provide strategic leadership and direction in the academic, administrative and financial management of the University.**

- a) To maintain and promote efficiency and good order of the University;
- b) To articulate the University vision and mission both internally and externally;
- c) To promote and advocate business for the niche areas of the University with the view to fully exploiting its comparative advantages;
- d) To lead and drive fund-raising strategies for the University and to exploit financial opportunities and acquisitions for the University;
- e) To ensure efficient and accountable utilization of public funds;
- f) To provide academic leadership and ensure delivery of quality teaching and research relevant to the needs of the nation served by the University;
- g) To ensure maintenance of sound financial management and practices that strengthen the institution's material base;
- h) To develop and implement procedures and controls that promote communication and adequate information flow within the University;
- i) To ensure implementation of performance management system.

### **5.2 To promote and safe guard the international and national academic status and credibility of the University.**

- a) To foster links and networks with national, regional and international organizations, building strategic relationships on all levels;
- b) To represent and foster the values of the University;
- c) To exploit financial opportunities and acquisitions for the University.
- d) To promote and maintain the good image of the University nationally, regionally and internationally;
- e) To provide the vision and strategic insight essential to maintaining and enhancing the University's standing nationally and internationally;
- f) To promote an ethos of excellence and ethical conduct throughout the institution upholds, and communicates to the nation its academic values.

### **5.3 To advance, coordinate and implement the overall University strategies and policies**

- a) To ensure formulation and implementation of the strategic plan;
- b) To manage human, physical and financial resources of the University;
- c) To establish and maintain efficient and effective management structures for the University;
- d) To source funding for the University;
- e) To review and implement NUL Act, statutes, ordinances and other statutory documents within the framework of the National Higher Education Act.

#### **5.4 To ensure development, review and implementation of NUL Strategies**

- a) To implement the goals set out in the current strategic plan and adapting them as circumstances demand;
- b) Develop a vision and strategy for the future that will continue to enhance the University standing nationally and internationally;
- c) To develop the University's profile and relevance so as to establish it as the primary intellectual resource in Lesotho;
- d) To spearhead Public-Private Partnership strategy for University.
- e) To drive the transformation process at all levels;
- f) To ensure that risk management strategies are in place and are adhered to in order to minimize University exposure.

#### **5.5 To manage, administer and execute Functions**

- a) To establish and maintain an effective and supportive relationship with colleagues on the Management Team and build cohesive productive relations;
- b) To retain a central coordinated role that ensures a unified approach to all University matters;
- c) To maintain a collegial relationship with Council and Senate;
- d) To monitor and ensure appropriate delegation and management, the efficient functioning of all aspects of service delivery at NUL;
- e) To ensure timeous and accurate reporting of monthly, quarterly and annual reports including year-end accounts and statutory accounts.

#### **5.6 To provide academic leadership that aims to attain the University Vision, Mission and Goals.**

- a) To Nurture and maintain academic excellence through the provision of high quality teaching and research;
- b) To foster a student-centered approach in all sectors;
- c) To ensure implementation of good academic planning practices;
- d) To Develop good quality assurance practices;
- e) To balance the internationalization of the University and its relevance to Lesotho, SADC and Africa.

#### **5.7 To Chair and Participate in NUL Statutory Bodies**

- a) To chair Senate meetings and participate in all committees of Council and Senate including all joint Committee of Council and Senate as ex- officio member;
- b) To chair ASAC, NASAC and Senior Management committees;
- c) To devise and implement an effective measurement and reporting system that will allow/him to discharge his/her fiduciary responsibilities to the nation through Council.

### **5.8 Implement performance management system for the Administration Team.**

- a) To ensure periodic review and implementation of PMS policies and guidelines;
- b) To ensure development of NUL operational plan in line with NUL strategic plan;
- c) To ensure review job descriptions so they are in line with NUL Strategic plan ;
- d) To ensure each department has an annual operational plan and its implemented accordingly;
- e) To ensure assessment of University officers and directors half yearly ;
- f) To ensure two(2) reflective meetings on NUL implementation of the annual operational plan;
- g) To submit the departmental assessment forms to the office of HR for implementing the recommendations;
- h) To develop two(2) performance based reports;
- i) To participate in review of performance policy, guidelines and tools;
- j) To ensure availability of the budget for maintenance of PMS.

## **6. KEY-PERFORMANCE AREAS & KEY PERFROMANCE INDICATORS**

<b>Key Performance Areas (KPA's)</b>	<b>Key Performance Indicators (KPIs)</b>
6.1 Provide strategic leadership and direction in the academic, administrative and financial management of the University.	<ul style="list-style-type: none"><li>• Clearly articulated vision and mission of NUL.</li><li>• Identified niche areas.</li><li>• Developed and implemented fund raising strategies.</li><li>• Developed financial reports.</li><li>• Developed and implemented procedures.</li><li>• Developed/reviewed and implemented PMS policy.</li></ul>
6.2 Promote and safe guard the international and national academic status and credibility of the University.	<ul style="list-style-type: none"><li>• Developed networking strategy.</li><li>• Developed report on exploited financial opportunities and acquisitions.</li></ul>
6.3 Advance, coordinate and implement the overall University strategies and policies.	<ul style="list-style-type: none"><li>• Developed annual University operational plans.</li><li>• Developed relevant policies for human, physical and financial resources.</li><li>• Developed proposals for resource funding</li><li>• Reviewed NUL Act, statutes, ordinances and other statutory documents.</li></ul>
6.4 Ensure development, review and implementation of University strategies.	<ul style="list-style-type: none"><li>• Developed report on implemented goals driven by demand and circumstances.</li><li>• Developed university profile.</li><li>• Signed PPP agreements.</li><li>• Developed and implemented risk mitigating policy.</li></ul>
6.5 Manage, administer and execute functions.	<ul style="list-style-type: none"><li>• Manage, administer and execute functions.</li></ul>

6.6 Provide academic leadership that aims to attain the University vision, mission, goals and objectives.	<ul style="list-style-type: none"> <li>• Developed Operational plans, policies and guidelines.</li> </ul>
6.7 Chair and participate in University statutory bodies.	<ul style="list-style-type: none"> <li>• Developed schedule for the statutory meetings.</li> <li>• Implemented resolutions/decisions from the meetings.</li> </ul>
6.8 Implement performance management system for the administration team.	<ul style="list-style-type: none"> <li>• Revised/developed PMS policy and guidelines.</li> <li>• Developed NUL operational plan.</li> <li>• Reviewed/developed job descriptions.</li> <li>• Consolidated departmental operational plan.</li> <li>• Developed resolutions for the reflective meetings.</li> <li>• Assessed officers of the university and directors.</li> <li>• Implemented recommendations.</li> <li>• Developed performance based reports.</li> <li>• Aailed budget for PMS maintenance.</li> </ul>