



Centre for Teaching and Learning

Director: Academy for Multi-lingualism (post level 5 - contract appointment: 5 years, with the possibility of reappointment for a further term)

Job ID: 3839

KINDLY TAKE NOTE: Applications may only be submitted online through the official UFS vacancy website: <http://www.ufs.ac.za/templates/vacancies>. Applications submitted through any other platform will not be considered.

Please ensure that all relevant documentation is attached to your application. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

- A detailed curriculum vitae and cover letter (please note that the first three (3) referees on your CV will be contacted with regard to reference checking);
- Certified copies (not older than 6 months) of all academic records;
- Certified copies (not older than 6 months) of qualifications (please provide the SAQA accreditation in the case of foreign qualifications);
- A certified copy (not older than 6 months) of your identity document (ID).
- A copy of your driver's license (if applicable).

Duties and responsibilities:

LEADERSHIP AND MANAGEMENT

- Establish the Academy for Multi-lingualism that will give strategic direction for the development of multilingualism at the UFS.
- Lead and manage the Academy for Multi-lingualism at the UFS through collaboration with Top Management, Deans of Faculties and Heads of the Campuses.
- Position the Academy for Multi-lingualism on a National level.
- Coordinate strategic initiatives of the Academy for Multi-lingualism across different campuses of the UFS.
- Serve on relevant institutional committees to provide leadership and inputs related to multi-lingualism
- Report to the Language Committee and the Academic Committee of Senate on the Academy for Multi-lingualism at the UFS.
- Report directly to the Vice Rector: Academic.

POLICY AND PROGRAMME DEVELOPMENT

- Lead the development, implementation, monitoring and evaluation of the UFS Multi-lingual Policy in collaboration with institutional stakeholders, and through benchmarking.
- Act as custodian of the UFS Multi-lingual Policy.
- Develop and implement multilingualism short learning programmes for the generation of third-stream income.

PROJECT MANAGEMENT

- Provide leadership, oversee the implementation of and provide support within various multi-lingualism projects and initiatives.
- Collaborate with the relevant institutional stakeholders to monitor, evaluate and quality assurance multilingual projects and initiatives.
- Liaise with project managers and academic role players in faculties on multi-lingualism projects and/or initiatives.

RELATIONS

Client relations

- Support staff in procedures to manage and deliver multi-lingual projects and initiatives.
- Support academic staff to implement and promote multi-lingualism projects and/or initiatives.
- Liaise with similar external entities with a similar purpose

Interdepartmental relations

- Lead and manage collaborations between the Academy for Multi-lingualism with faculties and other relevant institutional stakeholders.
- Advise faculties and other institutional role players on broadening multi-lingualism at the UFS.

Industry relations

- Liaise and negotiate with external stakeholders including, but not limited to, the Council for Higher Education, Department of Higher Education and Training on multi-lingualism initiatives, projects and funding for and at the UFS.
- Collaborate with other higher educational institutions (national and international) on collaborative projects.
- Networking with other higher educational institutions (national and international).

MARKETING

- Lead and manage marketing of multi-lingual projects and initiatives.
- Strategic marketing of Multi-lingualism at the UFS.

FINANCIAL MANAGEMENT

- Design a sustainable business plan for Academy for Multi-lingualism at the UFS.
- Manage the budget of the Academy for Multi-lingualism.
- Report on expenditure of the Academy for Multi-lingualism.

PEOPLE MANAGEMENT

- Manage staff in the Academy for Multi-lingualism in collaboration with the Deputy Director on Qwaqwa campus.

OPERATIONAL MANAGEMENT

- Provide operational management for the Academy of Multi-lingualism.
- Ensure the smooth running of operations, systems and processes within the Academy for Multilingualism.

- Update and coordinate the maintenance of an Academy for Multi-lingualism webpage.

RESEARCH

- Research on trends and best practices in multi-lingualism within higher education in order to contribute to effectively on the strategic development of multi-lingualism at the UFS.
- Write reports on various multi-lingualism projects and initiatives at the UFS.
- Write reports on the Academy for Multi-lingualism for the UFS Annual Report.

Inherent requirements:

- A Master's degree on NQF level 9 with specialization in Higher Education Studies and / or Language development or a certain Language will be preferable.
- A minimum of five (5) years' proven teaching and learning experience in the field of language and / or language development.
- A minimum of three (3) years' experience in the higher education environment working in multi-lingual initiatives, preferably at a South African higher education institution.
- A minimum of three (3) years' experience in project management and/or leadership.

Required competencies:

- **Business acumen**
 - Proven mastery of the computer skills and software necessary for academic report writing, and visual presentation of research results.
 - High levels of efficiency regarding Computer Literacy, especially, MSWord, Excel, Power point, etc.
- **Results orientated**
 - The ability to work independently and under pressure.
- **Strategic thinking**
 - High-level report writing skills.
 - The ability to cope with a frequently changing work environment and adapt to emerging situations.
 - Extensive knowledge of systems in a Higher Education context.
- **Leading**
 - Innovative and creative thinking and the ability to successfully lead and manage people.
 - Proven management and co-ordination skills within a South African university context.
 - The ability to lead and to encourage teamwork.
 - The ability to maintain high levels of personal motivation, energy and enthusiasm.
 - The ability to mobilise and inspire others towards shared goals.
 - Experience as a collaborative leader who inspires confidence and trust.
- **Building coalitions**
 - Good interpersonal communication skills and the ability to function comfortably in the University's richly diverse working environment.
 - The ability to manage stakeholder relationships in a changing higher education environment.

Recommendations:

- A PhD on NQF level 10 in Higher Education Studies, or related fields in any Language.
- Knowledge and experience in language development and multi-lingual initiative implementation.

Term of office:

- Five years, with the possibility of re-appointment for a further term.

Assumption of duties:

As soon as possible

Closing date:

06 June 2021

Salary:

The salary scale is available on request.

Enquiries:

For enquiries, please feel free to contact 051 401 9737/9003 or email JonesEy@ufs.ac.za

Fringe benefits:

(Subject to specific conditions): pension scheme, medical aid scheme, group life insurance, housing allowance, leave and sick leave, service bonus and study benefits.

General:

The University reserves the right not to fill the post. The University subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to candidates from the designated groups, in accordance with the principles of the aforementioned Act and the employee profile of the specific department/division.

The UFS is committed to the pursuit of excellence, diversity and redress in achieving its equity targets.

Our Employment Equity Plan is available at https://ufsacza.sharepoint.com/sites/supportservices/hr/Resources/Employment%20Equity%20Plan_July2017.pdf. For this post, we seek particularly to attract black (i.e. African, Coloured and Indian) and disabled South African candidates.

The UFS will only consider applications of candidates who meet all the inherent requirements of the position. Communication will be limited to shortlisted candidates only. Should you not be contacted within six weeks of the closing date for applications, you may assume that your application was unsuccessful.

APPLY ONLINE:

External candidates can click [HERE](#) to apply online.

UFS staff members can log onto PeopleSoft, click Self Service, Recruiting, and Careers to apply online.
