

NATIONAL UNIVERSITY OF LESOTHO

VICE-CHANCELLOR'S OFFICE

Job Description

Position:	Vice-Chancellor
Post No.:	0005
Department:	Administration
Responsible to:	Council
Location:	National University of Lesotho (Roma)
Line Management:	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, Director Development Planning, Director ICT, and Chief Internal Auditor.

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 senior managerial and administrative experience in Higher Education Institutions or comparable organizations.

Attainment of the rank of Professor or Associate Professor with a track record of scholarly productivity is required.

2. OTHER NECESSARY KNOWLEDGE AND EXPERTISE

2.1 Knowledge, Skills and Abilities:

- a) A track record of successful resource mobilisation, fund-raising and impeccable financial management skills;
- b) Experience in organizational design, performance management, restructuring and transformation of organizational processes;
- c) Experience of transforming a major organisation and developing a unique vision to which colleagues enthusiastically subscribe;
- d) Appreciation of emerging global trends in higher education such as digitilisation;
- e) The ability to represent the University effectively in its dealings with Government, International agencies and other external stakeholders;
- 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.
- h) Ability to generate solutions to complex problems and make timely decisions;
- i) Ability to work under pressure and achieve stipulated targets.

3. PURPOSE OF THE JOB

The Vice-Chancellor is the chief academic and administrative officer of the University, and has the overall responsibility and accountability for the effective and efficient management and leadership of the University. This function is performed in line with the University's rules, regulations and policies. It provides financial leadership that enables the University to accomplish its vision and mission to uphold its core values, maintaining the University's image at all times.

4. JOB SUMMARY

The incumbent will be responsible for the following tasks: mobilise resources and spearhead fundraising activities; implement performance management system for the University; provide strategic leadership and direction in the academic, administrative and financial management of the University; promote and safeguard the international and national academic status and credibility of the University; ensure development, review and implementation of the University's Strategic Plan and policies; ensure efficient administration and management of the University; provide academic leadership that aims to attain the University Vision, Mission and Goals as outlined in the Strategic Plan; chair and participate in the activities of the NUL statutory bodies.

5. DUTIES AND RESPONSIBILITIES

5.1 Mobilise resources and spearhead fundraising activities:

- a) To promote and advocate for business in the niche areas of the University with the view to fully exploiting its comparative advantages;
- b) To lead and drive fund-raising strategies for the University and to capitalize on financial opportunities and acquisitions for the University;
- c) To explore third stream revenue generating opportunities for the University;
- d) To spearhead Public Private Partnership strategy for the University.

5.2 Implement a performance management system for the University:

- a) To ensure periodic review and implementation of PMS policies and guidelines;
- b) To ensure development of the NUL operational plan in line with the current Strategic Plan;
- c) To ensure review of job descriptions so they are in line with the current Strategic Plan;
- d) To ensure that each department has an annual operational plan and that it is implemented accordingly;
- e) To ensure availability of the budget for implementation of the PMS.

5.3 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 ensure efficient and accountable utilization of public funds;
- d) To provide academic leadership and ensure delivery of quality teaching and research relevant to the needs of the nation served by the University;
- e) To ensure maintenance of sound financial management and practices that strengthen the institution's material base;
- f) To develop and implement procedures and controls that promote communication and adequate information flow within the University;
- g) To manage human, infrastructural and financial resources of the University.

5.4 Promote and safeguard 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 at all levels, including staff and student exchange programmes;
- b) To represent and foster the values of the University;
- c) To promote and maintain the good image of the University;
- d) To provide the vision and strategic insight essential to maintaining and enhancing the University's standing;
- e) To promote an ethos of excellence and ethical conduct throughout the institution that upholds, and communicates its academic values to the nation.

5.5 Ensure development, review and implementation of the NUL Strategies and policies:

- a) To implement the goals set out in the current Strategic Plan and to adapt them as circumstances demand;
- b) To develop a vision and strategy for the future that will continue to enhance the University's standing nationally and internationally;
- c) To establish and maintain efficient and effective management structures for the University;
- d) To review and implement the NUL Act, statutes, ordinances and other statutory documents within the framework of the National Higher Education Act;
- e) To develop the University's profile and relevance so as to establish it as the primary intellectual resource in Lesotho;
- f) To drive the transformation process at all levels;
- g) To ensure that risk management strategies are in place and are adhered to in order to minimize the University's exposure.

5.6 Ensure efficient administration and management of the University:

- a) To establish and maintain an effective and supportive relationship with colleagues on the Management Team and build cohesive and 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, management, and 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.

5.7 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-centred approach in all sectors;
- c) To ensure implementation of good academic planning practices;
- d) To develop and implement internal quality assurance policies, practices and culture;
- e) To balance the internationalisation of the University and its relevance to Lesotho, Southern Africa and Africa;
- f) To improve the University's academic ranking in Africa and globally through research;
- g) To advance digitilisation of the university business processes;
- h) To forge strong partnerships between the University, industry and the community.

5.8 Chair and participate in activities of the NUL statutory bodies:

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

6. KEY-PERFORMANCE AREAS & KEY PERFORMANCE INDICATORS

Key Performance Areas (KPA's)	Key Performance Indicators (KPIs)
6.1 Mobilise resources and spearhead fundraising activities	○ Signed PPP agreements ○ Resource mobilisation strategy ○ Resources mobilised ○ Percentage of funds raised in relation to the budget
6.2 Implement a performance management system for the University	○ Developed / revised PMS policy and guidelines ○ Developed / reviewed job descriptions ○ Consolidated departmental operational plans ○ Signed performance contracts ○ Performance appraisal reports for all employees ○ Budget for PMS implementation
6.3 Provide strategic leadership and direction in the academic, administrative and financial management of the University	○ Clearly articulated vision, mission and goals of the university ○ Financial and audit reports ○ Developed/reviewed policies, and standard operating procedures ○ Level of digitilisation of university business processes, especially internet connectivity
6.4 Promote and safeguard the international and national academic status and credibility of the University	○ Networking strategy ○ Reports on exploited financial opportunities and acquisitions ○ Number of partnerships established ○ Number of staff and students exchange programmes ○ Number of MOUs signed with other higher learning institutions ○ Community and outreach programmes ○ Proportion of international staff and students engaged and enrolled ○ External stakeholder engagement strategy and reports
6.5 Ensure the development, review and implementation of the NUL Strategic Plan and policies	○ Annual University operational plans ○ Human, infrastructural and financial policies ○ Reviewed NUL Act, statutes, ordinances and other statutory documents ○ Progress reports on the implementation of the current Strategic Plan ○ University communication and marketing strategy ○ Risk mitigating policy
6.6 Ensure efficient administration and	○ Schedules of meetings with the Executive Management & Senior Management Teams

management of the University	○ Record of EMT and SMT meetings ○ Internal stakeholder engagement strategy and reports ○ Reports made to Council and Senate ○ Proposals for service delivery
6.7 Provide academic leadership that aims to attain the University Vision, Mission and Goals	○ Signed MOUs and MOAs ○ Proposals for new academic programmes ○ Proposals for academic infrastructure ○ Status of student enrolment
6.8 Chair and participate in the activities of the NUL statutory bodies	○ Schedules of the statutory meetings ○ Records of meetings held ○ Implemented decisions and resolutions from meetings held