

## HEAD: ACADEMIC DEVELOPMENT & SUPPORT

### *Re-advertisement*

Applications are invited for the position of **Head: Academic Development and Support** based at Westville. The successful applicant will be reporting to the Chief Executive Officer. This position is a 3 year fixed term contract renewable on satisfactory performance.

#### **PURPOSE OF THE JOB**

To research, design, develop and implement Science, Technology, Engineering and Mathematics Strategy in accordance with National and Provincial Strategies and Policy.

NO.	KEY PERFORMANCE AREAS	OBJECTIVES/OUTPUTS
1	Implement STEM strategy in accordance with National and Provincial Policy and Plan	Identify and implement strategies to improve access by youth/ learners and student to critical areas of STEM for socio-economic benefit Educators development plan Matric Interventions Project STEM Innovation Fund Academic Support Laboratory
2	Implement Service Delivery Engagement Plan with KZN DoE	Manage research, design, development and implementation of educator professional development and support interventions Manage the research, design, development, implementation of STEM learner academic, development and support strategies
3	Develop and implement STEM delivery innovation and promotion strategies to improve access and the delivery of STEM interventions and programmes	Identify post graduate fields of study in STEM Identify knowledge and information gaps Allocate resources to support students Liaise with higher education institutions Commission research Investigate innovative ways of improving performance in STEM, e.g. cyber schools

4	Implement skills development partnership agreement in Science, Engineering and Technology (SET)	Establish Project Management Capacity to implement skills development funding agreement Develop annual business plans. Manage monitoring and evaluation of services delivery Develop and submit progress reports on implementation of skills development agreements.
5	Manage STEM function as a business unit with Moses Kotane Institute	Demand management and annual budget plan, Annual performance plan management and evaluation, Employee performance and development and empowerment.

**REQUIRED MINIMUM EDUCATION**

- Masters degree in Management / Leadership / Development Management or equivalent

**REQUIRED MINIMUM WORK EXPERIENCE**

- 5-8 years’ experience senior management level.
- Experience development and execution of strategy for education and training, research and innovation.
- Knowledge of skills development legislation, application of PFMA and Treasury Regulations.
- Ability to manage complex project and budgets.

**SKILLS AND COMPETENCIES**

- Knowledge of relevant legislation, codes and government regulations within the governance of State Owned Entities.
- Strategic planning, including monitoring and evaluation
- Proven Leadership skills critical (decisive, transformative, inspiring, insightful and visionary leadership)
- Problem solving
- Analytical skills
- People development
- Highly ethical
- Confidentiality
- Business writing skills
- Computer literacy (office computing skills)
- Financial management
- Strategic Leadership and Capability
- Stakeholder Management and Communication
- Networking
- People management and empowerment

- Research and Innovation
- Human resource development
- Knowledge management
- Education, Training and Development

**MKI is offering competitive and attractive salary package. Interested applicants are requested to send detailed CV's to Noluthando Sabelo via email ([Noluthando.Sabelo@moseskotane.com](mailto:Noluthando.Sabelo@moseskotane.com)) before close of business Friday, 30 September 2016.**

#### **EMPLOYMENT STATEMENT**

*This position will be filled in line with the Employment Equity Act objectives and therefore candidates from designated group are encouraged to apply.*