



DEPUTY VICE-CHANCELLOR FOR RESEARCH AND INTERNATIONALISATION

JOB DESCRIPTION

1. MAIN PURPOSE OF THE JOB

The Vice-Chancellor (VC); the three Deputy Vice-Chancellors (DVCs) and the Chief Operating Officer (COO) together constitute the senior academic leadership and management of the University. They are appointed with the express confidence of Senate and Council and share a number of authorities and representative functions. The VC and DVCs collectively form the Office of the Vice-Chancellor.

2. KEY MEMBERS OF THE EXECUTIVE TEAM AND INTERNAL RELATIONSHIPS

The VC and DVCs have line function responsibility for other members of the executive team, viz. the Registrar, the Deans, the Executive Directors and some Directors. Although each DVC is appointed in the first instance to oversee particular functions, these may change over the course of time at the VC's discretion.

3. KEY STRATEGIC ROLES OF ALL DVCs AND THE COO

- 3.1 As a member of the executive layer of the University's leadership and management, Deputy Vice Chancellors (DVCs) and the Chief Operating Officer (COO) actively support the Vice Chancellor (VC) in the leadership and management of the University.
- 3.2 With responsibility for particular portfolios, Executive Directors, Directors and/or Deans, the DVC ensures the effective implementation of the University's vision and strategic plans as appropriate to those portfolios and departments.
- 3.3 As a member of the Office of the VC, the DVCs support and guide the following portfolios:
 - academic leadership and planning in the areas of teaching and learning, research and innovation, and social responsiveness;
 - overseeing the effective management of the University's operations, administration, planning, finances, human resources and facilities;
 - optimising the overall quality of the student experience;
 - interacting with external partners, including government, science councils, local and international universities, alumni, business and local communities, and foundations and donors (fundraising);
 - promoting transformation and quality assurance.
- 3.4 As a member of the Office of the VC, the DVC performs various representative and ceremonial functions.
- 3.5 The above functions are clustered into three DVC and COO portfolios. As the grouping of functions may change over time, DVCs are appointed with a view to their generic strengths at senior university executive level and their ability and willingness to undertake a wider range of portfolios than just the one currently being filled.

4. KEY PERFORMANCE AREAS FOR ALL DVCS

All DVCs are all expected to:

- 4.1 Promote integrated administration and management that supports the attainment of the mission and goals of the University.
- 4.2 Oversee policy development and implementation.
- 4.3 Assist the VC to interface between the Council, Senate and executive management to ensure accountability with respect to financial and strategic governance as well as the university's core academic functions.
- 4.4 Foster collegial and participatory internal governance through the committee system.
- 4.5 Line-manage senior staff including Deans, Executive Directors and Directors.

- 4.6 Play a leading role in the recruitment of senior staff in all sectors.
- 4.7 Contribute to National Higher Education policy development and public intellectual life in general.
- 4.8 Lead in producing high-level linkages and partnerships with other institutions, organisations and communities.
- 4.9 Support the achievement of equity targets in the student and staff profiles, and provide leadership in the transformation of the institutional culture.
- 4.10 Develop and implement a well-functioning performance management system.
- 4.11 Further develop and implement the quality assurance system to meet both internally set standards and the requirements of relevant outside bodies.
- 4.12 Facilitate inter-faculty collaboration and cross-university activities.
- 4.13 Help ensure that inter-institutional regional collaboration is fostered and facilitated.
- 4.14 Promote greater collaboration in identified areas between the University and communities in Cape Town and the wider Western Cape.

5. DVC FOR RESEARCH AND INTERNATIONALISATION

In addition to the above generic responsibilities shared by all DVCs, this post has specific responsibility for:

- Research: profile, impact and engagement
- Advance UCT's African agenda, internationalisation and research partnerships
- Advancing postgraduate studies
- Interdisciplinary university research institutes

The following report to this DVC:

- Executive Director – Research
- Director – Research Contracts & Intellectual Property Services
- Director – International Academic Programmes Office
- Director – eResearch
- Co-ordinator – Social Responsiveness

6. KEY RESPONSIBILITIES FOR THIS DVC PORTFOLIO

Responsibilities relating to UCT's strategic goals of research excellence and internationalisation are largely intertwined. These include:

- 6.1 Improving research quality, quantity and impact and ensuring that UCT maintains or improves its pre-eminent place as a research-intensive University as also reflected in the international ranking of institutions.
- 6.2 Growing and transforming the postgraduate sector through partnerships and collaboration, joint degrees, innovative training models and the recruitment of full-degree international postgraduate students.
- 6.3 Ensuring that UCT remains a favoured destination in Africa for postdoctoral fellows and leveraging the value of this category of researcher for the research enterprise.
- 6.4 Using UCT's research strengths and priorities to position the university within local and international university partnerships and networks. This includes positioning the University optimally in relation to international funding opportunities.
- 6.5 Advancing the University's African agenda by enabling research collaborations through UCT as a portal to global North and global South partners.
- 6.6 Oversight of select theme-based university-wide platforms for international research engagement.
- 6.7 Oversight of all aspects of internationalisation that are not primarily research related (such as undergraduate student mobility) – to ensure that UCT is a preferred destination for both full-degree and semester-study-abroad students; and that UCT students have ever-increasing opportunities to experience study in another country.

- 6.8 Assuring that UCT is positioned optimally within the framework / context of the National Council of Innovation and that its research addresses the needs of the country .
- 6.9 Enhancing the scope, quality and impact of engaged scholarship¹ with an emphasis on addressing development and social justice.

7. ESSENTIAL QUALIFICATIONS AND EXPERIENCE

A doctoral degree would generally be required and the successful candidate will be someone who:

- 7.1 Is an outstanding academic with an established research track record and experience in a senior leadership role in an academic institution or research organisation.
- 7.2 Has a demonstrated track record managing a complex portfolio, or running a unit of reasonable size.
- 7.3 Has a successful record of leadership and team work.
- 7.4 Has the ability to mobilise and inspire others towards shared goals.
- 7.5 Understands the operations and affairs of a university environment.
- 7.6 Thinks strategically and can operationalize such thinking into plans and projects.
- 7.7 Demonstrates effective communication, persuasive and interpersonal skills, and well-reasoned decision-making ability.
- 7.8 Has an in-depth understanding of developments in the higher education arena nationally and internationally, particularly of the role of research-intensive universities as well as the importance of social responsiveness and internationalisation at all levels for such universities.
- 7.9 Has experience in interacting with academics and universities from both the global South and North and the ability to represent UCT in its dealings with partner universities, government and national and international organisations.

8. DESIRABLE SKILLS, EXPERIENCE AND PERSONALITY TRAITS

- 8.1 An understanding of developments in the higher education arena.
- 8.2 Experience of, or networks with, academics and universities elsewhere in Africa and in the global South.
- 8.3 Project management skills.
- 8.4 An individual who can operate confidently and sensitively across cultures and other divides.
- 8.5 An individual who is approachable, flexible and change-oriented.
- 8.6 An individual with a high level of personal motivation, energy and enthusiasm.
- 8.7 A resilient individual who is able to work effectively under pressure.

➤ Appointment and service conditions overleaf

¹ Engaged scholarship is defined as the utilisation of an academic's scholarly and/or professional expertise, with an **intentional public purpose or benefit** (which) demonstrates engagement with **external (non-academic) constituencies**. It can help to generate new knowledge, promote knowledge integration, the application of knowledge, or the dissemination of knowledge.

APPOINTMENT AND SERVICE CONDITIONS FOR DEPUTY VICE-CHANCELLORS

1. Appointment Conditions

The initial term of appointment of a Deputy Vice-Chancellor (DVC) is for five years, unless there are special circumstances.

There is no limit to the number of contract renewals, which are subject to performance assessments, institutional need and the formal procedures for the renewal of DVCs. Any renewal would normally be for a period not exceeding five years, but could be longer if the University Council decides, particularly where this would take the incumbent to normal retirement age.

Where a DVC is recruited from outside the University, the Vice-Chancellor (VC) may, after consulting the successful candidate, recommend to a duly constituted professorial selection committee that the DVC-designate be offered a substantive academic position which he or she would be entitled to assume after successfully completing his or her term(s) as a DVC, should this occur prior to retirement age.

2. Leave

A DVC is entitled to 26 working days annual leave and accumulates study and research leave at a rate of one month for every year of service as a DVC.

3. Provident Fund and Medical Aid

Membership of a provident fund and medical aid scheme is compulsory. A member of staff who is covered by his or her spouse's/partner's medical aid may be excused from this requirement, provided a certificate of membership is received from the spouse's or partner's medical aid proving membership.

4. Bonus

In November of each year, a 13th cheque is payable equal to 1/13th of the Benefit Amount or a pro-rata amount if you have not served for a full year in that year by 31 December. (The Benefit Amount is 70% of the Cost of Employment (COE).

5. Staff Tuition Rate

DVCs may be eligible to receive the staff tuition fee rate; this is usually 25% of the standard tuition fee rate. Further information can be obtained from our website at <http://hr.uct.ac.za/remunbenefits/studyass.php#staff>.

6. Relocation

Reasonable travel and removal expenses, if applicable, are payable on appointment.
