



## VICE-CHANCELLOR

### JOB DESCRIPTION

#### 1. MAIN PURPOSE OF THE JOB

The Vice-Chancellor is the University's Chief Executive Officer, reports to Council through the Chair of Council and is accountable to Senate for academic matters. The Vice-Chancellor should be a leader who is able to provide direction and inspire others. They must identify with the aims of the University of Cape Town (UCT) as set out in its Mission Statement and have a demonstrated commitment to the principles of integrity, excellence, fairness, diversity and social justice.

The Vice Chancellor is appointed with the express confidence of Council and Senate. The Vice-Chancellor (VC), three Deputy Vice-Chancellors (DVCs), and the Chief Operating Officer (COO) together constitute the Office of the Vice-Chancellor. The OVC share a number of authorities and representative functions. Collectively, it provides strategic leadership to the university and is responsible for all operational management.

#### 2. EXECUTIVE FUNCTIONS AND THE SENIOR MANAGEMENT GROUP

In accordance with the provisions of the University Institutional Statute and section 31 of the Higher Education Act, 1997 Senior Management of the university means the VC, DVC, COO, Deans and Executive Directors.

#### 3. KEY RESPONSIBILITIES

The VC, with support from the DVCs, is responsible for the leadership and management of the University. This involves:

- 3.1 Providing academic, strategic, transformational and ethical leadership and vision for the institution in line with the principles enshrined in the Higher Education Act, 1997 (Act 101 of 1997) and other relevant legislation;
- 3.2 Leading and managing the university in pursuing its Vision 2030 strategic plan and beyond;
- 3.3 Promoting the interests of UCT internally and externally in the private and public sectors;
- 3.4 Fulfilling the tasks assigned by the University Council and all Governance committees;
- 3.5 Chairing the Senate, senior appointment committees and core management committees as designated by Council;
- 3.6 Serving as chief executive officer, ensuring the efficient and effective management and administration of the University;
- 3.7 Establishing an institutional culture at the University that is inclusive, is based on the constitutional rights of the individual, fosters free academic inquiry and expression, and gives rise to a sense of loyalty, ownership and pride among all stakeholders;
- 3.8 Representing the university as its public face in the media, with alumni, with government and with other stakeholders;
- 3.9 Raising funds and generating new sources of income for the university and student related projects;
- 3.10 Engaging actively with the broader higher education landscape.

#### **4. QUALIFICATIONS AND EXPERIENCE**

A doctoral degree or an equivalent professional higher education qualification would generally be required and the ideal candidate will be someone who fulfils most of the following criteria:

- 4.1 Has a distinguished academic and research record;
- 4.2 Has at least 10 years of senior executive leadership experience in higher education and/or a comparable environment and has an understanding of the governance, operations and affairs of a university environment;
- 4.3 Has demonstrated ability to exercise academic leadership;
- 4.4 Has a successful record of strategic management, resource management and people management skills including team work and conflict resolution;
- 4.5 Has a successful track record of sound financial management, sustainability and fundraising;
- 4.6 Has sound and proven knowledge of the social, political, educational and economic dimensions of South Africa;
- 4.7 Has sound knowledge and understanding of the key challenges and opportunities arising from the changing higher education environment in South Africa and globally;
- 4.8 Has a deep understanding of dimensions of inequality, discrimination and alienation and has experience in addressing manifestations of inequality in institutions including race, gender, sexuality, disability and the sense of alienation currently felt by students and staff;
- 4.9 Has a clear understanding of UCT as an African university, its developmental role, its commitment to deepen its linkages within the continent, internationalism, and UCT's commitment to critical knowledge systems and promotion of public good.

#### **5. DESIRABLE SKILLS AND PERSONALITY CHARACTERISTICS**

- 5.1 A compelling vision of how UCT should position itself and develop in the context of new opportunities and challenges;
- 5.2 An ability to articulate shared goals and mobilise and inspire others towards this vision;
- 5.3 The ability to represent the University at all levels in the higher education, corporate and public sectors;
- 5.4 Exceptional strategic leadership and visionary skills, with highly developed capacity for managing student and staff relations;
- 5.5 A proven ability to work in collaboration with staff, staff bodies, students and external partners;
- 5.6 A high level of personal motivation, energy and enthusiasm;
- 5.7 Resilience and the ability to work effectively under pressure;
- 5.8 An approachable, flexible and change-oriented attitude;
- 5.9 Skill as a public speaker and a record of advocacy and public engagement; exceptional communication, interpersonal and networking skills;
- 5.10 An ability to operate confidently and sensitively across cultures and other divides;
- 5.11 A commitment to equity, diversity, social justice and creating unity.
- 5.12 Commitment to high ethical standards, integrity and transparency in decision-making and management.
- 5.13 The ability to navigate and lead the university through challenging situations such as crisis, controversies, and emergencies.