RE-ADVERTISEMENT

HEAD OF DEPARTMENT (HOD): OPTOMETRY

Applications are invited from suitably qualified and experienced persons for appointment to the abovementioned position.

Requirements

- A Master’s degree.
- A Master’s in Optometry or an equivalent qualification in Optometry related field will be an added advantage.
- Registration with the Health Professions Council of South Africa (HPCSA) as an Optometrist is mandatory.
- Registration with the HPCSA with Diagnostic and/or Therapeutic privileges will be an added advantage.
- At least five (5) years’ experience in Management or a Leadership role.
- Knowledge, understanding of the regulations, rules and policies of the Professional Board for Optometry and Dispensing Opticians of the HPCSA.
- Experience in clinical supervision of undergraduate students.
- At least three (3) years' experience in teaching and scholarly activities at a senior level.
- Proven understanding of collaborative, ethical, innovative and effective leadership style and a commitment to higher academic standards.
- Commitment and ability to promote the Department's mission and position to internal University constituencies and external stakeholders.
- Understanding of the challenges facing UL specifically and the Higher Education Sector in general.
Key Performance Areas (KPAs) Academic and Research Leadership

- Provide academic leadership, administration and management to the Department.
- Teach courses/modules and supervise post-graduate students according to the needs of the Department.
- Maintain and continuously strive to improve academic standing of the Department.
- Admit students into offerings in the Department and ensure that assessments are of acceptable quality and are properly administered.
- Encourage the pursuit of excellence and innovation in teaching and learning and assessment.
- Encourage the pursuit of scholarship by ensuring that academic staff members are encouraged and supported to embark on research and community engagement activities which respond to UL’s vision and mission as a University located in a rural environment.
- Seek new opportunities for enhancing the national and international standing of the Department.
- Promote collaboration with other Departments or Academic Centres.
- Develop a culture of evaluation and benchmarking and striving for continuous improvement.
- Represent the interests and needs of the Department and University to the external community.
- Represent the interests and needs of the Department within the University through active constructive engagement with the School, Faculty, Senate and all its Committee.
- Create and maintain collaborative team work, personal and collegial relations within the Department.
Department Governance

- Establish and maintain suitable Departmental, Organisational and Committee structure.
- Develop and maintain operational and academic planning functions of the Department including setting goals and targets.
- Implement quality assurance processes in general and particularly in relation to teaching, research and the supervision of students.
- Ensure optimal utilisation of staff.
- Ensure that University policies are implemented within the Department.
- Communicate timeously information and decisions to and from various University committees and authorities.

Staff Guidance and Management for Performance

- Foster the development of staff, including induction of new staff by ensuring that appropriate career development, guidance and support are available for staff on probation within the department.
- Ensure that personnel issues in the Department are managed fairly and equitably, including but not limited to, recruitment and selection of staff, annual staff performance assessment and staff discipline and grievances.
- Establish mechanisms to ensure that health and safety policies are observed throughout the Department, including activities (e.g. fieldwork) conducted outside University premises.
- Ensure that the Code of Ethics and Conduct of the University is adhered to.

Financial and Infrastructure Management

- Take responsibility for financial management of the Department, including establishment of budgets and planning departmental infrastructure needs including relevant equipment and monitoring expenditure patterns against allocations/budget.
- Actively pursue opportunities to increase revenue for the Department.
- Manage and maintain departmental space and infrastructure resources.
- Create conducive work environment including staff and student training.
- Ensure compliance with legislation and University policies and regulations.
Closing Date: 15 May 2020

Typed applications which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees should be forwarded for the attention of Ms NJ Monyepao to the Chief Human Resources Officer, Private Bag x1106 Sovenga, 0727 or e-mail applications, in MS Word format, to HR.Admin@ul.ac.za

Telephonic enquiries regarding conditions of service: (015) 268 2399

It is the applicant’s responsibility to have foreign obtained qualifications evaluated by the South African Qualifications Authority. Please note that failure to submit the requested documents/information will result in your application not being considered.

The University of Limpopo is an Equal Opportunity Employer. All appointments will be made in accordance with the University’s Employment Equity Policy. Preference will be given to Male (Africans, Indians and Coloureds) Female (Africans and Coloureds)

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applicants as unsuccessful.

The University reserve the right not to make an appointment.