



**Faculty of Natural and Agricultural Sciences**

**Centre for Environmental Management**

**Bloemfontein Campus**

**Associate Professor/ Professor (Permanent appointment) and Director (Contract appointment: 5 years, with the possibility of serving a second term)**

**Job ID: 5848**

***KINDLY TAKE NOTE: Applications may only be submitted online through the official UFS vacancy website: <https://ufs.hua.hrsmart.com/hr/ats/JobSearch/viewAll> - Applications submitted through any other platform will not be considered.***

***Please ensure that all relevant documentation is attached to your application.***

- A detailed curriculum vitae and cover letter.
- Copies of qualifications (please provide the SAQA accreditation in the case of foreign qualifications).
- A copy of your identity document (ID or passport in the case of foreign nationals).
- Proof of registration with a Professional Body (if applicable).
- A copy of your driver's license (if applicable).
- Confirmation of employment from current employer / last employer if unemployed (only applicable to external applicants).

**Duties and responsibilities:**

**Associate Professor/Professor**

- Engage in research supervision of postgraduate students at master's and doctoral levels.
- Conduct and publish interdisciplinary research concerning current and relevant aspects of environmental management.
- Generate third-stream income for research projects.
- Contribute to postgraduate programmes through teaching and curriculum design.
- Oversee the development of a new postgraduate qualification in environmental management or closely related discipline.

## **Director**

### **Leadership**

- Provide academic leadership and development in an academic department by creating and executing strategies to establish the department as a leader in the discipline.
- Develop an overall operational plan for the department in consultation with the Dean.
- Give academic leadership and direct department scholarship, teaching, and standards.
- Take leadership of programme accreditation and ensure national and international accreditation maintenance.
- Promote intellectual vigour and rigour in the disciplines of the department.
- Provide research leadership in the department.
- Influence the department's overall climate and culture and grow the department into a well-functioning academic unit.
- Contribute to faculty leadership by representing the interests of the department at the faculty board, Senate, and other University structures.
- Provide leadership in the marketing of the department's programme and assist in establishing collaborations with external parties.

### **General Management**

- Develop various plans and execute them continuously, including Equity Plans.
- Monitor that areas of improvement identified are affected.
- Organize and co-ordinate staff, students, and activities.
- Mentor, develop and motivate staff.
- Structure and exercise overall control in the department.
- Create an atmosphere of consensus among staff.
- Communicate effectively internally and externally.
- Participate in faculty management structures.
- Lead and attend meetings.
- Lead project teams.
- Drive academic planning and development.
- Initiate, formulate and implement a visionary academic strategy for the department that is aligned with and supportive of the guiding strategic documents of the UFS and faculty.
- Manage facilities, equipment, and other department assets.
- Develop and manage the department risk register.
- Plan, manage and/or make recommendations with regard to staff leave applications.

**Teaching, learning and students**

- Ensure the provision of top-quality, research-informed facilitation of learning at all levels of teaching in the department.
- Ensure the enhancement of student experiences and their continuous engagement in academic debates.
- Ensure that adequate rules and regulations are in place and adhered to in order to optimally deliver high-quality teaching and learning programmes on both undergraduate and postgraduate levels.
- Ensure quality and timely feedback on student work is provided.
- Ensure proper and quality-driven academic advice and support to all undergraduate and postgraduate students in the department.
- Manage the teaching and assessment quality enhancement processes in the department.
- Ensure that programme accreditation minimum criteria are maintained or exceeded.
- Manage curricula development and reviews and ensure the relevance of content, material and presentation in all modules to help position the department as a leader in the fraternity.
- Oversee the development of new programmes or offerings in order to remain relevant.
- Ensure nominations of examiners and moderators are made.
- Consult with staff and students at regular intervals.
- Teach and supervise research students up to NQF Level 10.

**Research management**

- Develop and maintain a visionary research strategy for the department.
- Create an environment that encourages research, leading to strong and active research practices and outputs.
- Ensure that every academic staff member is engaged in quality-driven, discipline-specific and scholarly research.
- Attract postgraduate students to broaden the research base of the department.
- Ensure ethical research requirements are met.
- Support and assist emerging researchers.
- Guide and support senior academics towards acquiring NRF ratings.

**Human resources management**

- Build effective teams in the department.
- Plan and implement a fair and reasonable workload of staff members in the department.
- Monitor the progress of staff probation and manage staff performance as well as appraisals in accordance with existing university policies and procedures.
- Recruit and select staff for vacancies and/or specific strategic needs.

- Create and maintain a scholarship-friendly environment in the department.
- Plan, drive and oversee effective and relevant staff development.
- Attend to and/or delegate routine academic and administrative matters.
- Manage academic and support staff in accordance with UFS HR rules and policies. Ensure a good flow of information to staff.

**Financial and physical resources management:**

- Take ultimate responsibility for financial management, including, annual budgeting, financial planning, allocation of funds and financial control.
- Adhere to the UFS's financial policies and procedures.
- Encourage and support academic staff members to apply for external research and other grants.

**Inherent requirements:**

**Associate Professor**

- PhD on NQF Level 10 in Environmental Management/Science or a related discipline that will enhance the duties and responsibilities described above.
- Demonstrable leadership experience.
- Proven ability to build strategic partnerships and networks.
- An NRF rating of C3 or equivalent status.
- Proven experience in the supervision of graduated master's degree students.
- A proven research record of relevant publications in national and international accredited journals.
- Experience as an external examiner for postgraduate students.
- Proven experience in the presentation of research papers at national conferences, where there is evidence of peer review of papers.
- Proven national recognition for specialist expertise and research leadership in a specific scientific area of scholarship.
- Acted as an editorial board member of high-quality national scholarly journals.
- Serve as a member of a national scholarly society OR a national committee or agency concerned with research at higher education levels OR show evidence of service as an active member of an international equivalent.

**Professor**

- PhD on NQF Level 10 in Environmental Management/Science or a related discipline that will enhance the duties and responsibilities described above.
- Demonstrable leadership experience.
- Proven ability to build strategic partnerships and networks.
- An NRF rating of C1 or C2 or equivalent status.

- Demonstrated successful supervision of graduated master's-degree and preferably graduated doctoral students.
- Experience as external examiner for master's and doctoral students.
- Proven experience in delivering keynote addresses at national scholarly conferences.
- Acted as editorial board member of high-quality international/ISI/IBSS journals.
- Proven international recognition for specialist expertise and research leadership in a particular area of academic scholarship (for example, regularly serves as a reviewer for international/ISI/IBSS journals).
- Served as a member of an international scholarly society OR an international committee or agency concerned with research at higher education levels.

#### **Recommendations:**

- Ability to function in a multicultural and multilingual work context.
- Proven ability to work independently but also within a team context.
- Proven experience in academic administration at departmental and programme levels.
- Ability to innovate teaching and research.
- Public intellectual profile.
- A proven track record of well-developed national and international networks.
- Organisational and administrative skills to manage the University's processes for postgraduate teaching, research and student supervision.
- Consistent and prolonged track record of managing research programs and obtaining research funding from national and international sources

#### **Required competencies:**

- **Results oriented.**
  - The ability to set high standards, establish tough goals, and to work to achieve success.
  - The ability to cope with a frequently changing environment and to adapt to evolving situations.
- **Strategic thinking.**
  - The ability to deal with several activities at a time.
  - The ability to focus on details, work towards perfection, and approach work in a neat and organised manner.
- **Business Acumen:**
  - The ability to adhere to rules and strictly follow work regulations.
  - Proficient in using MS Office.
- **Leading.**
  - The ability to maintain high levels of personal motivation, energy and enthusiasm.
  - The ability to be cooperative with others, display a good-natured attitude and encourage people to work together.

- **Building coalitions**

- The ability to negotiate, sell, influence and to persuade others.
- The ability to be self-assured and at ease with people in all types of social situations.

**Assumption of duties:**

01 January 2025 or as soon as possible thereafter.

**Closing date:**

29 September 2024

**Salary:**

The salary is available on request.

**Fringe benefits:**

(Subject to specific conditions): pension scheme, medical aid scheme, group life insurance, housing allowance, leave and sick leave, service bonus and study benefits.

**Enquiries:**

For enquiries, please feel free to contact me at 051 401 7659 or email at [SejanamaneP@ufs.ac.za](mailto:SejanamaneP@ufs.ac.za) or [Recruit@ufs.ac.za](mailto:Recruit@ufs.ac.za). Additionally, kindly contact 051 401 2979 / 9810 / 9813 / 9848 for assistance.

**General:**

The UFS is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups including candidates with disabilities. Our Employment Equity Policy is available at :

 [EEA13 EE Plan UFS 1 March 2022 \(003\).pdf](#)

The University processes personal information in line with its obligations under the Protection of Personal Information Act (POPIA) and any personal information provided to the University will be treated as confidential and processed in accordance with the rights provided to data subjects under POPIA.

*The University reserves the right not to fill the post. The UFS will only consider applications of candidates who meet all the inherent requirements of the position. Applications that are incomplete will not be considered. Communication will be limited to shortlisted candidates only. Should you not be*

***contacted within six weeks of the closing date for applications, you may assume that your application was unsuccessful.***