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## Position Description

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Vacancy Title: **Vice Chancellor and President**

Location: **Fiji**

Reports To: **None**

### Objective

The Vice Chancellor is the Chief Executive Officer of the University of the South Pacific (USP) and provides strategic leadership and advice in the areas of academic programs and administration. The role is responsible for maintaining and promoting the academic image, efficiency, funding relationships and good order of USP and for driving the formulation and implementation of the University's Strategic Plan. The incumbent reports directly to the University Council which is the governing body of the USP.

### Outcomes

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#### Capital Stakeholders (Owners)

##### 1. Well informed University Council

- Quality, accuracy and timeliness of reports to University Council maintained
- Effective meeting schedule and agendas ensured
- University Council's thorough understanding of USP strategic plan and implementation of its vision and objectives ensured
- Ad-hoc information requests by the University Council effectively and efficiently addressed
- Effective and transparent working relationship and communication maintained at all times with the University Council

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#### Organisational Stakeholders

##### 1. Effective Strategic Leadership

- 5 year rolling strategic plan:
  - Clear and shared vision and strategic direction established
  - Strategic and Corporate plans effectively planned and prepared
  - Objectives/priorities, targets and resources clearly defined
  - Plan is aligned to economic development needs of member countries
  - Plan is appropriately supported by a robust financial budget
  - Plan is successfully implemented;
  - Plan is effectively monitored and evaluated.
- Strategic Plan objectives/priorities and targets are achieved
- Innovation and technology driven growth ensured
- Annual University budget (operating and capital expenditure) appropriately planned, prepared and aligned to Strategic Plan
- USP's regional and international profile and reputation continuously increased
- USP's governance and risk management principles established, effectively implemented and continuously strengthened
- Trends in post-secondary education effectively monitored and anticipated (across member countries) and appropriate guidance provided to the University to take advantage of current and future higher education development opportunities

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##### 2. Financial management leadership

- Annual University budget (both operating and capital expenditure) achieved
- Tri-ennial funding is ensured
- New revenue streams for the University identified, assessed and established
- Current funding relationships effectively managed and funding maintained
- Diversification of local, regional and international funding for USP programs and strategic plan objectives ensured
- Number of international students and strategic international agreements is increased

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##### 3. Effective human capital management

- USP staff development aligned to USP strategic plan
- Robust performance and productivity management system implemented and effectively reported
- Recruitment process for successor clearly defined and efficiently carried out
- Communications throughout the University are effective, open and transparent
- Integrity and accountability in decision-making is ensured throughout the University
- USP staff contribute to regional development through leadership in training, public policy development, and engagement in national and regional initiatives

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##### 4. Effective administrative leadership

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- Leadership and ongoing guidance provided to the executive management team of USP
- Management of the University is performance and results focussed
- Effective communication between the University Council and USP's executive management maintained at all times
- Operational excellence ensured and effective internal policy frameworks established
- Relevant University committees effectively chaired and committee objectives successfully addressed/achieved
- Full compliance with all statutory, regulatory, legislative and internal policy requirements maintained
- Officiate at major University events
- Legislative compliance and risk are managed effectively

#### 5. Organisation values of USP demonstrated at all times

- Organisational culture of teamwork and diversity ensured and continuously promoted
- Efficient, safe, healthy, motivated and environmentally aware workforce maintained

### Product's Stakeholders

#### 1. Academic Leadership

- Academic programs continuously evaluated, strengthened and/or refined in line with USP's strategic plan objectives and the economic needs of member countries
- Effective alignment of the learning, teaching and research requirements of USP with the following ensured:
  - Facilities expansion and/or physical resource requirements
  - Critical technology requirements
  - Human capital requirements
- Effective forecasting/assessment of the future academic program needs of member countries achieved

#### 2. Effective relationship management

- Regional nature of the University is protected and enhanced
- Collaborative relationships with other local and regional universities initiated and maintained. Collaborative relationships include but limited to:
  - Joint programme development
  - Joint research initiatives
  - Joint submissions to and consultations with governments, particularly for legislation/regulation that affect higher education.
- Relevant connections established between USP's academic and research programs, industry and the community at large
- Active involvement in regional and international higher education fora and/or networks ensured
- Effective relationships established between USP and the following:
  - Member country governments and relevant line ministries (e.g. Ministry of Education)
  - Development partners
  - Alumni
  - University student bodies/associations

#### 3. Student outcomes enhanced

- Student experience and success is enhanced
- Graduate employability and profile is continuously improved

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Communication	Exchange information through verbal communication
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Promotion	Promote the value of the products/services offered by the organisation.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
<b>People</b>	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.

Competence	Description
Learning	Develop the competencies of self and others to enhance performance.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Financial Application	Apply financial principles and practices.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Doctoral Degree	Highly Advanced Tertiary Educations extending beyond that of a single Honored Masters or PHD Degree	
<b>Desirable</b>		
Other	Applied Theoretical Knowledge in a specialised field of academic and professional leadership	

## Work Knowledge and Experience

Relevant experience with diplomatic and representational skills that will facilitate the maintenance of strong and mutually supportive relationships with member governments, development partners and other regional organisations

Financial experience and expertise and commercial competence demonstrated through successful management in a large educational or other relevant organisation

Demonstrated experience in the area of strategic planning in a large educational or other relevant organisation

Demonstrated support of curriculum and program development

Considerable first-hand experience of educational and public policy issues affecting Pacific Island countries and a demonstrated commitment to the development needs and aspirations of Pacific Island peoples will be an advantage.

A proven record of outstanding leadership and management in a senior/executive academic or professional environment

Demonstrated understanding of multi-modal delivery of tertiary education

Demonstrated understanding of the Pacific Islands or similar environment as it relates to delivery of quality tertiary education and academic staffing

Outstanding record of academic and professional leadership

Successful record of building viable partnerships and collaborating at senior levels of education, industry, government and community groups, nationally, regionally and internationally

Proven record in driving change and innovation in highly diverse and multicultural environments.

Demonstrated conflict management skills

## Requirements

### Language Proficiency

Excellent command of English

Strong written and spoken English language proficiency

### Professional Associations

Membership of appropriate Professional Institution

## Other Required Requirements

## PURPOSE OF THE ROLE

The position of the Vice-Chancellor and President provides pivotal academic and executive leadership to the University of the South Pacific. The Vice-Chancellor and President is an ex-officio member of the University Council, providing information and advice to the Council, promoting the interests of the University and furthering the development of the institution.

As the Chief Academic and Administrative Officer of the University, the Vice-Chancellor is accountable to the USP Council for the management of the overall operations of the University and implementation of policies and decisions.

The Vice-Chancellor is to provide USP with strong personal and strategic leadership and a committed and inspired senior management team. The Vice-Chancellor is expected to lead the University with energy, to be highly involved in the University community, and to provide strategic and visionary leadership to motivate a regional, dynamic and complex academic institution and to gain commitment to USP's vision and goals.

## NATURE AND SCOPE

The Vice-Chancellor and President, as the Chief Academic and Administrative Officer of the University, and through the delegated powers of the University Council, is required to provide the highest level of leadership to the University, to protect and enhance the regional nature of the University and to promote integrity, accountability, transparency and performance.

The Vice-Chancellor and President is an ex-officio member of the University Council. He/she provides information and advice to the Council and is accountable to the Council for the management of the overall operations of the University and for the implementation of policies and decisions. This includes the general supervision of all persons in the service of the University, for the welfare and discipline of students, for promoting the interests of the University and for furthering the development of the University.

Through the powers, duties and functions referred to it by the Council, and as the Chair of the Senate, the academic authority of the University, the Vice-Chancellor is responsible for taking the necessary measures to promote academic excellence in the teaching, consultancy, research and other academic work of the University.

The Vice-Chancellor is responsible for providing academic and executive leadership to the USP senior management and to the University's 14 campuses in its 12 member countries. This includes the determination of priorities and targets and the full and timely implementation of the University's strategic and annual planning and budgeting.

S/he is responsible for the effective allocation of resources and physical development of the University campuses; the delivery of quality services and support to students; the growth and diversification of the University's sources of income and the successful management of risk and legal compliance.

The Vice-Chancellor is responsible for the fostering of a positive organisational culture; the promotion of results focused and change oriented workforce and the achievement of high levels of staff **performance and satisfaction**.

The Vice Chancellor is also responsible for ensuring a high national, regional and international profile of the University by identifying, maintaining and enhancing relationships with key stakeholders of the USP and potential academic, corporate and development partners. These include the Pro Chancellor, the USP Council and its Committees, Governments of the USP Member Countries, Development Partners, Staff, Students, Parents, Alumni, CROP agencies, community groups, other institutions of higher learning and industry.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	USP student association	
	Pro-Chancellor and Chair of Council	
	Deputy Chair of Council	
	Chairs of Council Committees	
	Members of USP Council	
	Directors/Heads of Schools	
	Sections and campuses	
	All staff	
	Senior management team	
<b>External</b>		
	Donors	

Type	Interaction	Comments
	Parents and Learners	
	Alumnus	
	External Auditors	
	Partner Universities	
	Consultants	
	CROP Agencies	
	Alumni	
	Business Councils	
	Industry Associations	
	Development Partners	

## Attributes

### Behavioural Styles

Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Experimenter	Tries out new procedures, ideas or activities.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.
Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.

### Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Perceptive	Shows keen insight and understanding of issues or situations.
Team Oriented	Enjoys being with others as part of a group or team.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Realistic	Shows concern for facts and reality, rejecting the impractical.

### Thinking Styles

Challenger	Queries, tests information/beliefs and provokes thought.
Decisive	Reaches conclusions, promptly and firmly.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Initiative	Takes action and makes decisions without the help or advice of other people.
Abstract/conceptual thinker	Creates abstract or generic ideas generalised from particular instances.
Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Intuitive	Makes mental leaps without going through a rational thought process. Apparent ability to acquire knowledge without a clear inference or the use of reason.
Numerate	Shows abilities in quantitative thought and expression.

## How To Apply

For online submission, click on or paste into your browser, the following URL: <http://app.hrmonise.com/job/usp/VC&P> or, Email applications with the subject 'Vice Chancellor and President, USP' to [USPVC&P@maxumisefiji.com](mailto:USPVC&P@maxumisefiji.com)

## Contact for Enquiries

Contact Name: Lati Qoro

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Closing Date: 25 Sep 2017