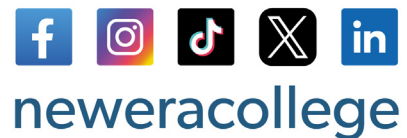


NOW HIRING





VICE PRESIDENT, ACADEMIC AFFAIRS & RESEARCH (VPAAR)

JOB FUNCTION

Administration

LEVEL

Executive
Management

RESPONSIBILITY

Division of Academic
Affairs

REPORTING TO

President

EMPLOYMENT

Full-Time Contract

TERM

5-Year

LOCATION

Gaborone, Botswana

START

1 September 2025

JOB SUMMARY

The Vice President for Academic Affairs and Research (VPAAR) is the chief academic officer providing executive leadership in academic strategy, student success, and the delivery of all academic programs. The VPAAR coordinates institutional planning, along with faculty development and success initiatives while ensuring the highest standards of academic integrity and excellence. The VPAAR ensures that the institution is fully compliant with accreditation and regulatory requirements and oversees all related activities. The VPAAR leads institutional research initiatives, promotes faculty research engagement, and ensures that scholarly activities contribute to institutional and societal advancement. The VPAAR collaborates and engages with other institutional leaders and the Council to support the institution's mission.

KEY RESPONSIBILITIES

ACADEMIC LEADERSHIP & STRATEGY

- Oversees academic planning for the institution.
- Develops and implements strategic academic initiatives to enhance the institution's educational mission.
- Leads curriculum planning, development, and assessment to ensure relevance, rigor, and alignment with industry needs.
- Promotes and oversees academic innovation, including online learning, interdisciplinary programs, and experiential education.
- Chairs and provide leadership to institutional boards and committees.
- Fosters a culture of research excellence by providing strategic leadership in the development of research policies and priorities.
- Encourages faculty-led research and innovation, ensuring alignment with national and global academic trends.

FACULTY DEVELOPMENT & OVERSIGHT

- Oversees faculty recruitment, hiring, evaluation, promotion, and professional development.
- Fosters a culture of academic excellence, diversity, and inclusion within faculty ranks.
- Develops policies and initiatives that support faculty research, scholarship, and creative activities.
- Ensures that faculty research initiatives contribute to the institution's strategic goals and knowledge production.
- Supports research funding applications, grant writing, and the establishment of research collaborations.

STUDENT SUCCESS & RETENTION

- Implements policies and programs to enhance student learning, retention, and graduation rates.
- Supports academic advising, tutoring, and career services to ensure student achievement.
- Promotes initiatives that improve student engagement, leadership, and lifelong learning skills.
- Enhances student involvement in research and experiential learning through mentorship programs and research assistantships.

ACCREDITATION & COMPLIANCE

- Ensures compliance with national and international accreditation standards, professional body regulations, and institutional policies.
- Leads institutional self-study processes and accreditation reporting efforts to ensure highest total quality management standards.
- Develops and maintain academic policies and procedures that support institutional integrity.
- Integrates research excellence into accreditation and quality assurance frameworks.

BUDGET & RESOURCE MANAGEMENT

- Oversees academic budgets and allocate resources to support teaching, research, and student services.
- Advocates for funding and partnerships to enhance academic offerings and faculty support.
- Ensures fiscal responsibility while promoting investment in academic excellence.
- Manages research budgets, oversee research grants, and ensure sustainable funding for faculty research initiatives.

COLLABORATION & INSTITUTIONAL ADVANCEMENT

- Works closely with the President, College Council, and other senior leaders to align academic priorities with institutional goals.
 - Collaborates with external stakeholders, including industry partners, government agencies, and community organizations, to enhance academic programs and workforce alignment.
 - Represents the institution at key stakeholder events, academic conferences, accreditation and regulatory engagement, and professional associations.
 - Ensures that the institution remains steadfast in upholding quality, integrity, accountability, and transparency as its core principles.
 - Provides guidance to the Council on enhancing the College's academic delivery and societal impact.
 - Develops partnerships with research institutions, think tanks, and industry stakeholders to drive collaborative research projects.
 - Leads institutional efforts to publish high-impact research that contributes to academia and policy development.
 - Performs any other function specified or delegated by the President, in the best interest of the College.
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KEY SKILLS**STRATEGIC LEADERSHIP & VISION**

- Ability to develop and implement academic strategies aligned with institutional goals.
- Experience in academic planning, program development, and resource allocation.
- Strong decision-making and problem-solving skills to address institutional challenges.
- Expertise in research-driven policy formulation and implementation.

ACADEMIC POLICY & COMPLIANCE EXPERTISE

- Deep understanding of accreditation standards, regulations, and higher education policies.
- Knowledge of academic governance, faculty policies, and student success initiatives.
- Ability to navigate, provide leadership and implement compliance with accreditation and professional body requirements.
- Experience in integrating institutional research into policy compliance and academic assessment.

FACULTY & CURRICULUM DEVELOPMENT

- Experience in faculty hiring, tenure processes, professional development, and performance evaluation.
- Knowledge of curriculum design, assessment, and program evaluation for quality assurance.
- Commitment to academic innovation and excellence.
- Capacity to develop research-intensive curricula that foster faculty and student research engagement.

DATA-DRIVEN DECISION-MAKING

- Proficiency in using institutional data to assess program effectiveness and student outcomes.
- Ability to analyze enrollment trends, retention rates, and faculty performance metrics.
- Strong grasp of institutional research and assessment strategies.
- Experience in leading large-scale research projects that inform data-driven institutional improvements.

BUDGET & RESOURCE MANAGEMENT

- Experience managing academic budgets, allocating resources, and optimizing expenditures.
- Ability to secure funding through grants, partnerships, and strategic initiatives.
- Understanding of financial models in higher education.
- Proven ability to secure research grants and manage research funding allocations.

CHANGE MANAGEMENT & INNOVATION

- Capacity to lead academic transformation initiatives, such as online education, new learning technologies, and interdisciplinary programs.
- Adaptability to evolving educational trends, workforce demands, and student needs.
- Strong project management skills to oversee institutional change efforts.
- Experience in fostering research-based academic innovation and interdisciplinary collaboration.

COLLABORATIVE & INTERPERSONAL SKILLS

- Ability to build relationships with faculty, administrators, students, and external stakeholders.
- Conflict resolution skills to address faculty concerns and student academic issues.
- Strong ability to work with governing boards, accreditation bodies, and academic committees.
- Expertise in developing research partnerships with external institutions, industry, and funding bodies.

COMMUNICATION & ADVOCACY

- Excellent written and verbal communication skills to articulate academic goals and policies.
- Ability to represent the institution in external forums, including accreditation visits and academic conferences.
- Strong advocacy skills for promoting faculty interests, student success, and institutional priorities.
- Proven ability to disseminate institutional research findings through national and international publications.

DIVERSITY, EQUITY, & INCLUSION (DEI) LEADERSHIP

- Commitment to fostering an inclusive and diverse academic environment.
- Experience in implementing DEI initiatives for faculty recruitment, student support, and curriculum development.
- Awareness of cultural competency and global education trends.
- Commitment to promoting equity in research opportunities and ensuring diverse representation in institutional studies.

STUDENT-CENTERED FOCUS

- Commitment to student success, retention, and academic excellence.
 - Understanding of student services, academic advising, and career readiness initiatives.
 - Ability to shape policies that enhance student engagement and learning outcomes.
 - Experience in mentoring students in research, supporting undergraduate and graduate research initiatives.
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MINIMUM REQUIREMENTS

Education

- A Doctoral Degree (Ph.D., or equivalent)

Academic Rank

- Full or Associate Professor with extensive experience in teaching, research, and publication from reputable institutions of higher education
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WORK EXPERIENCE

- Progressive Academic Leadership (17+ years):
- At least 7 years of senior academic leadership (e.g., Dean, Associate/Deputy Vice President, Provost, Vice President or equivalent).
- At least 10 years of experience in higher education with leadership responsibilities in academic affairs (e.g. Head of School, Head of Department, Associate/Deputy Dean, or equivalent)
- Experience in Higher Education Administration and Research:
- Proven experience in overseeing curriculum development, faculty affairs, and student success initiatives.
- Experience with budget management, strategic planning, and policy implementation at an institutional level.
- Accreditation & Compliance Expertise:
- Proven experience in programme and institutional accreditation and compliance.
- Understanding of national and international regulations governing higher education.

APPLICATION REQUIREMENTS

- New Era Employment Application form
- Curriculum Vitae
- Cover letter
- Certified copies of educational and professional transcripts and certificates
- Certified copies of Passport or National Identification
- Three (3) references obtained the last 3 - 5 years

Statement of Stewardship and Ethics

New Era College is a steward of diversity and embraces the benefits of a non-discriminative community that welcomes and acknowledges equal opportunity inclusive of all community interests. Candidates are encouraged to apply irrespective of ethnicity, race, religion and belief, age, disability, marital status, sex, gender, or sexual orientation.

Employees are expected to act in accordance with accepted high standards of behavior in public life, which embrace selflessness, integrity, objectivity, accountability, openness, honesty, and leadership. All members of New Era College should act in its best interests, rather than representing the interests of individuals or particular groups.

Email to: careers@neweracollege.ac.bw | P.O. Box 402134, Gaborone | Plot 36158, Block 8, Gaborone

Click the link below to access the Employment Application Form

<https://forms.gle/Qb3ZdnV4F6aN65GV8>