

Reorganisation Task Team

Terms of Reference

1. To serve as an integrated expert group that will report to the Executive Management Committee (EMC) and will support and assist them by advising on, operationalising and managing the implementation of the plan for the reorganisation of academic management and support within the colleges.
2. To establish a project logframe and to independently monitor achievement against set timeframes.
3. To consider the cost implications and prepare a budget for operationalisation of the reorganisation plan.
4. To serve as a sounding board for the EMC and the University community in terms of proposed changes.
5. To serve as an independent group that will monitor and advise on consistency and harmonisation of planning across the colleges and devolution from the support components of the University especially the Division of Finance.
6. To prepare the necessary documentation at the institutional level as required for the implementation of the system and policy changes.
7. To develop a plan for transition from the existing financial management procedures to new ones while maintaining an appropriate control environment.
8. To facilitate, plan and prepare the necessary documents for new staffing structures.
9. To design a plan for transition from the existing staffing structures to new ones, such as a matching and placing.
10. To develop a capacity building plan for staff within the new structures for new roles and responsibilities.
11. To develop an institutional approach to Change Management and to put in place an ongoing Change Management system that will persist through the implementation of the reorganisation exercise. In order to ensure continuity, the task team will develop a strategy for Change Management capacity transfer to the relevant Human Resources and Executive Management personnel.
12. To perform any other relevant function as may be prescribed by Council or EMC.