



DIRECTOR: CAREERS SERVICE

(Permanent, Full-time, PC13 PG5)

Careers Service (CS)

Centre for Higher Education Development (CHED)

In striving to maintain its leading position in South Africa, the Careers Service (CS) at the University of Cape Town (UCT) invites applications for the permanent position of Director of Careers Service. UCT is seeking a leader to join an innovative and dynamic team to shape the direction of this multi-award-winning service as it navigates global trends and local challenges and embraces the transformation imperatives specific to the higher education context.

The Director of the Careers Service is responsible for the strategic leadership, management and development of the service and its staff. The Director will be expected to work closely with the Dean and Senior Management of CHED as well as senior management of the university to ensure that the goals and purpose of the service are aligned to and support the university's institutional priorities. The incumbent will need to demonstrate this connection to the work of CHED in academic development and student support through practices and programmes, and ensure careers service visibility, branding, social media coverage and marketing, and have acumen for business development within the careers service industry, its stakeholder network and eco-system. The Director will champion the employment, employability, and entrepreneurship agenda to ensure that UCT students, graduates and alumni develop the graduate attributes and experiences to maximize their own potential and their contribution to the local and global community in which they will work.

Requirements:

- Post-graduate qualification at NQF 8 level in social science or business-related degree
- At least 10-years' work experience in senior leadership and management, 5-years of which must be in the higher education (HE) environment and/or careers or business management.
- Experience and evidence of shaping, implementing and interpreting a vision for the career service agenda in the faculty, at UCT and nationally.
- Use of information management systems and data analytics to inform strategic direction and interventions.
- Evidence of strategic and collegial partnerships, collaborations with faculty, students, alumni, employers, and stakeholders at all levels
- Proven ability to motivate a team of diverse professional staff, manage performance and successfully lead a team through a programme of change in a complex academic environment with a high tolerance for intellectual challenge and debate.
- Proven ability to generate revenue, ensure business development and have financial management experience.
- Provide leadership and management experience, good management skills and the ability to develop and maintain good human relations
- Excellent communication skills (verbal and written) to support, lobby, and influence stakeholders.
- Ability to mediate conflict.

Advantageous

- Masters' qualification at NQF 9 level in social science or business-related degree

Responsibilities:

- Provide strategic organizational leadership and development capabilities.
- Contribute to leadership and management of the Centre for Higher Education Development (CHED)
- Understanding of the complex processes in the implementation of careers service in the curriculum
- Develop new contacts with external organizations for the purpose of expanding employment opportunities for students and alumni and maintain strategic programme partnerships.
- Participate in professional development activities to ensure professional growth and knowledge needed to provide effective programme development.
- Fundraising and stewardship of donors
- Stakeholder relations and communication
- Professional advisory role and engagement in professional associations and community activities to promote the objectives of the Careers Service department.
- Responsible for fiscal planning and management for career services, including all operations and staffing matters.

The annual cost of employment, including benefits, is between R 1205 749,00 to R 1 418 527,00

To apply, please e-mail the below documents in a **single pdf file** to Ms. Hlubi Ntsizi at recruitment07@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo assessments.

Telephone: 021 650 3831

Website: <https://careers.uct.ac.za/>

Reference number: E230202

Closing date: 02 May 2023

UCT 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. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>

UCT reserves the right not to appoint.