



PROGRAMME OPERATIONS MANAGER

Payclass 10

Executive Education

Graduate School of Business

The UCT Graduate School of Business invites applications from dynamic and energetic individuals with a sound understanding of adult learning principles and a strong client focus to apply for a permanent full-time post of Programme Operations Manager, to the GSB, Executive Education Team.

As the successful candidate you will manage and deliver operational excellence for the Executive Education Department including financial and academic administration, human resources, marketing and logistics management. You will report directly to the Head of Executive Education and serve as line manager of a diverse team of Programme Coordinators and Administrators.

Requirements for the job:

- A relevant tertiary NQF 7 qualification (Diploma or Degree)
- At least 3 years strong project/programme management experience
- Experience of at least 2 years managing people and processes (10+ staff members)
- High level of computer literacy (MS Office, Zoom, MS Teams)
- A strong understanding of Learning Management Systems (e.g. Moodle)
- Proficiency in various Student Evaluation systems (Monitoring, evaluation and feedback skills)
- Presentation skills
- Strong project management skills, with an ability to manage diverse projects simultaneously
- Programme Coordination skills
- Efficient time management skills with the ability to multi-task and work with minimal supervision.
- Demonstrable networking and people skills, cross-cultural sensitivity, and an ability to respond quickly to changing situations
- The ability to work across different business disciplines and establish credibility with senior executives, faculty, and participants
- Financial and budgetary experience
- Creativity and problem-solving abilities
- Driver license with own vehicle
- Ability and willingness to work weekends, early mornings / late nights. Availability to travel locally and internationally.

Responsibilities:

- Management of programme delivery team
- Programme Management
- Relationship Management
- Operations Management
- Management of Marketing initiatives
- Financial management

The annual cost of employment for 2023, including benefits, is between R580,137 and R682,513

To apply, please visit <http://www.gsb.uct.ac.za/workforum>, select the job you wish to apply for, follow the brief registration process at the bottom of the advert and submit the following documents:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter motivating your application and outlining the following:
 - Three most important leadership capabilities
 - Describe your most challenging people management situation to date.
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated on the application form. An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted.

Website : www.gsb.uct.ac.za

Reference number : E230199

Closing date : 30 April 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 www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf

UCT reserves the right not to appoint.