



PROGRAMME COORDINATOR

(Payclass 09; Fixed Term Contract Appointment)

Hasso Plattner School of Design Thinking at UCT (d-school) Centre for Higher Education Development (CHED)

The Hasso Plattner School of Design Thinking at UCT (d-school), is a education, training and research school that offers programmes in design led thinking to undergraduate and post graduate students who are registered at UCT. The school also offers executive professional programmes to the private and public sectors as well as community-based development practitioners. The d-school's overall objective is to promote, train and capacitate individuals and organisations in the practice of design thinking as an enabler of innovation and new outcomes that can meet the needs of users in complex socio-political and economic contexts.

The Programme coordinator is a current position at the d-school and is responsible for providing efficient programme coordination, administration and professional and logistical support for both student and professional programmes in face-to-face, online and blended formats; to ensure high quality, service orientated and operational efficient activities that promote the best interests of the client, the d-school and all stakeholders. This is a 5-year full-time contract position, subject to the availability of funding.

Requirements:

- NQF level 7 qualification
- At least 5 years work experience in project and programme coordination in a Higher Education environment
- 5 years proven experience of budgeting, financial management and administration and reporting for full programme life cycle
- Proven administrative management in processes and systems
- Excellent verbal and written communication skills coupled with sound interpersonal and customer service skills
- High level of proficiency in computer literacy (ie MS office suite)
- Knowledge and experience with online platforms (e.g Miro, Mural, Zoom)
- Demonstrable ability to work independently as well as be part of a team
- The ability to work under pressure with meticulous accuracy in a deadline driven environment
- Excellent attention to detail
- Must be proactive and be able to make critical decisions in a timeous manner
- Experience in onboarding, training and managing subordinates

Responsibilities:

- Responsible for coordinating programmes and activities required for the successful delivery of d-school programmes in all formats, online, hybrid and face to face.
- Update and maintain administration and logistical processes so that these responsibilities are carried out efficiently across all formats of programmes.
- Ensure that all programme communication is in-line with the d-school strategy for internal and external stakeholders – including students, leads, coaches, project partners, UCT faculties, etc
- Managing d-school's studio assistants and admin assistant so that they are efficient in assisting with all programmes
- Maintain financial processes of programmes and ensure that they are updated and current.

The annual cost of employment, including benefits is between R 465 633, 00 to R 547 802,

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>)
- A one-page motivational letter, stating how you meet the requirements of the position; 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 competency assessments.

Telephone: 021 650 3831

Website: www.hr.uct.ac.za

Reference number: E230225

Closing date: 25 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 www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf.

UCT reserves the right not to appoint.