



INTERNATIONAL RECRUITMENT & ENROLMENT OFFICER (Payclass 08; Fixed-term contract (12 months))

Partnerships, Mobility and Recruitment (PMR) **INTERNATIONAL ACADEMIC PROGRAMMES OFFICE (IAPO)**

The Partnerships, Mobility and Recruitment (PMR) section manages both reciprocal and non-reciprocal study abroad (Semester Study Abroad (SSA)) programmes at UCT, providing support services to incoming SSA students and outbound UCT students, and managing the recruitment, admissions, and enrolment processes. In addition, the section is also responsible for the recruitment of all international students and the management of partnerships with other tertiary institutions globally (with the exception of those in Africa).

PMR is undertaking a pilot for international student recruitment and seeks to appoint a Recruitment & Enrolment Officer on a 12-month fixed term contract to help it build and develop an international student recruitment portfolio.

The main purpose of this position is to recruit high quality fee-paying international applicants and to support them through the admissions process by liaising with faculty offices and academic departments with an end goal of ensuring their successful registration in UCT programmes of study.

In assisting to build an international student recruitment portfolio at UCT, you will be closely involved in creating appropriate protocols and procedures, and in ensuring their integration with UCT systems. You will need to play a proactive role in shaping the work of the portfolio and should have a positive, engaged and action-oriented attitude that strives for excellence through problem-solving and a commitment to high quality service delivery.

As this post will be supporting a new portfolio, you should expect the nature and range of tasks to shift as the portfolio takes shape.

Requirements for the job:

- An appropriate tertiary qualification (NQF7 or above).
- Three years relevant work experience.
- Experience of working with students, ideally in a university context.
- Experience in student recruitment or in evaluating applications for admission to higher education programmes of study.
- An understanding of higher education frameworks and degree processes.
- A friendly disposition with sound interpersonal skills and excellent verbal and written communication skills in English.
- Organisational, analytical, administrative, and problem-solving skills.
- Client or customer service skills and a commitment to high quality service delivery.
- Computer literacy with proficiency in the MS Office suite.
- The ability to multi-task while paying excellent attention to detail.
- The ability to work independently, as well as part of a highly motivated and energetic team in a deadline driven environment.
- Strong relationship building skills and an understanding of the public relations impact.
- The ability to work outside of normal working hours and provide emergency support when required.

The following would be advantageous:

- Proficiency in student management systems, in particular, PeopleSoft.
- Knowledge of higher education processes.
- Knowledge of student services and admissions processes.

Responsibilities:

- International student recruitment and applicant support.
- Advice, guidance, and outreach to applicants and to colleagues in central administrative offices/ faculty offices/ departments.
- Sourcing information on UCT programmes of study and on programme admission requirements and making these available using the available systems and platforms.
- Responding to recruitment and admission related queries using email, CRM, and third-party platforms.
- Liaison with faculty and academic department offices to facilitate the processing of applications for admission.
- Assist in integrating recruitment processes into UCT systems (e.g., CRM workflows).
- Administrative and related support to the PMR section, particularly in relation to its work with international partner universities.

The salary is between R248,259 to R393,399 per year.

To apply, please e-mail the below documents in a **single pdf file** to Ms Tracy Goslar at tracy.goslar@uct.ac.za:

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

Please include your name, the job title, and the advert reference number in the subject line of your email submission.

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 4112

Website: www.uct.ac.za/international

Closing date: 16 July 2023

Reference number: E23624

"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.