



## **MANAGER: FACULTY ADMINISTRATION AND OPERATIONS** (Payclass 11; Permanent, Full-time)

### **Deans Office and Faculty Administration** **Centre for Higher Education Development (CHED)**

The Deans Office consists of Faculty Administration, Faculty Finance, Human Resources, Strategic Projects, and Programmes.

The main purpose of the position is to be responsible for providing strategic and operational management support to the Dean and the Faculty Leadership Team, with a focus on ensuring operational effectiveness and sustainability through planning, innovation and business development and overseeing management of office functions.

The position incumbent manages academic and general administration, Human Resources, Health & Safety, and operations in CHED. This includes implementing and managing of processes associated with CHED as an organisational unit which has the institutional status of a faculty.

The position is critical to the CHED governance structures and the wider university administration as it plays an important role in Institutional Fora and serves as the link between CHED and the broader University academic administration and governance structures. In addition, the position incumbent serves as a member of the CHED leadership team via the committee work of the DAC, the Faculty Board and OPSMAG structures.

#### **Requirements:**

##### **Qualification and credentials**

- A NQF 8 level qualification: Post-Graduate Diploma in a relevant field of study (e.g., business management)
- At least 5 years' relevant and recent experience within a higher education environment of which 2 years must be at a managerial level.

##### **Management: People skills**

- Proven ability to coach, mentor, manage performance, and successfully lead a team.
- Strong conflict management and conflict resolution skills.
- Excellent interpersonal skills, including tact, discretion, influencing strategies, negotiating skills and experience of liaising with representatives of external organisations.

##### **Management: processes**

- Strong organizational, planning, administrative and operational experience.
- Attention to detail, accuracy, report writing, and an uncompromising attitude to meeting deadlines without sacrificing quality.
- Honesty and integrity in handling and managing finances.

##### **Leadership**

- Ability to drive, influence and make decisions autonomously.
- Ability to multi-task, prioritise work appropriately, work under pressure and to work both independently and collaboratively with minimal supervision.
- Ensure effective and regular communications across the Faculty on important changes, achievements and opportunities to enhance the CHED brand.

##### **Transformation**

- Commitment to transformation imperatives including relational management and the ability to foster a culture of inclusivity.

##### **Governance**

- Proven committee and secretariat experience in higher education.
- The ability to mitigate risk and ensure compliance with governance and regulations.

##### **Technical**

- Excellent written, numerical and verbal communication and presentation skills, including the ability to advise on procedures and to produce reports.
- Proven IT skills, including a high level of competence in the MS Office software suite with the ability to create and use the university databases and spreadsheets for analytical purposes.

**Advantageous:**

- An NQF 9 level qualification.
- Experience with website content management.
- The ability to interpret, analyze data and distil essential information to give a high level of specialist advice through demonstrations and written documents.

**Responsibilities:**

- Governance and Committee Servicing and participation.
- Academic and Faculty Administration and Operations Management.
- Communications & Marketing, Stakeholder relations management and partnerships.
- Strategic Leadership including strategy support, policy, and planning.
- People Management including Human Resources staff management and development.
- Resource Management: Budget and Finance.

The annual cost of employment is between R 711, 889 and R 837, 514

**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 competency tests.

**Telephone:** 0216503831

**Website:** <https://ched.uct.ac.za/>

**Reference Number:** E230289

**Closing date:** 02 August 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](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf).*

UCT reserves the right not to appoint.