



## **DIRECTOR: POSTGRADUATE STUDIES & RESEARCHER DEVELOPMENT**

(Payclass 13;5)

### **Research Office**

The Research Office seeks to appoint a suitably experienced incumbent to a permanent position of **Director: Postgraduate Studies & Researcher Development**.

We are looking for an innovative and strategic leader with a good understanding of the academic and research project to provide direction, support and oversight of the Directorate's operations to ensure efficient and forward thinking approaches to the efficient management and operations of the Postgraduate Studies, Postdoctoral Research Fellows, Researcher Capacity Development and Funding Programmes. This will require coordination and integration with faculties and other central professional support and administration departments. In addition, the Director will ensure effective management and administration of transformation and capacity development special projects, such as the Carnegie DEAL, the Accelerated Transformation of the Academic Programme, among others.

The main purpose of this position is to provide strategic oversight to the operations of the Directorate's portfolio and its strategic initiatives which includes but not limited to strategies for improving postgraduate access and success and contributions and plans towards enhancing a diverse and highly research-active academic cohort.

#### **Requirements for the job:**

- A doctoral degree (NQF10).
- A minimum of seven years of relevant senior management and administrative experience in a higher education context.
- A track record in postgraduate student supervision and hosting of postdoctoral fellows over a period of at least 10 years.
- Knowledge of relevant policy, legislation and regulations pertaining to research and postgraduate education in public higher education in South Africa.
- Experience in the development of strategic plans and their implementation as well as supporting processes.
- Experience in leading and managing teams, with exceptional interpersonal skills at individual and group levels.
- Effective stakeholder relations management. The ability to develop and maintain relationships with key internal stakeholders at various levels and across faculties and central professional support departments.
- Experience in budgeting and financial management.
- Excellent verbal and written communication skills, including report writing and presentation skills.

#### **Responsibilities:**

- Development of a strategy for the optimal functioning of the Directorate and its positioning as the focal point for postgraduate, postdoctoral research fellows and researcher development support working in close cooperation with faculties and relevant professional support departments.
- Provide strategic leadership and oversight to the Directorate clusters, including the Offices of Postgraduate Studies, Researcher development, Postgraduate Funding as well as clusters managing various special projects within the Directorate to ensure operational efficiency.
- Oversee the establishment of an integrated and well-coordinated approach to postdoctoral research fellows and postgraduate students' support and management, with key internal stakeholders, from registration to exit.
- Manage the postgraduate studies cluster and its functions, including strategic initiatives to advance some cluster imperatives such as to improve the postgraduate throughput rate and to reduce the drop-out rates and numbers, among others.
- Initiate and lead development, revisions and implementation of relevant policies through appropriate university governance structures.
- Lead and manage the Directorate staff and finances.
- Stakeholder management in partnership with Directorate's cluster heads.

The annual cost of employment, including benefits for 2022 is between **R1 137 499** and **R1 338 233**.

**To apply**, please e-mail the below documents in a **single pdf file** to Ms Hlubi Ntsizi at [recruitment07@uct.ac.za](mailto: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 an assessment.

**Telephone:** 021 650 3831

**Website:** <https://www.uct.ac.za/research-support-hub>

**Reference number:** E230280

**Closing date:** 31 July 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.hr.uct.ac.za/hr/policies/employ\\_equity](http://www.hr.uct.ac.za/hr/policies/employ_equity)*

UCT reserves the right not to appoint.