



# **DIRECTOR: FACULTY OPERATIONS/SENIOR MANAGER OPERATIONS**

(Payclass 13.4, Permanent)

**Deans Office**

**Faculty of Humanities**

The Humanities Faculty is an exciting and dynamic space for humanities teaching and research. It is the largest Faculty in the University, comprising 19 departments located in three main clusters: the Arts, the Social Sciences and the Performing and Creative Arts.

The Director: Faculty Operations is a member of the Humanities Faculty Executive Committee and has both external and internal responsibilities in the faculty and university. This post is a key support role to the Dean, who manages and leads the Faculty.

The main purpose of this position is to provide strategic and effective leadership in the planning, management and oversight of the Faculty's resources through a transformed and sustainable operation that is in line with the Faculty's vision and long-term goals. This is necessary to ensure that the Faculty has the proper systems and controls in place for efficient and effective operation that are guided by sound legal considerations and business management approaches so as to support the delivery of the Faculty's Strategy.

Reporting to the Dean of Humanities, the primary aim of this position is to manage operational excellence. The incumbent will work in close collaboration with other portfolios within the Deanery to provide executive oversight for the cluster of activities related to all operational functions, including IT, Support Services, Finance and Human Resources. The portfolio includes the line reports for the Health and Safety Manager, IT Manager, Marketing Manager, with dotted line oversight of academic administration.

The scope of the Faculty operations encompasses approximately 8000 students (5500 undergraduate and 2500 postgraduate students), approximately 450 staff on UCT conditions of service. The Faculty has an annual General Operating Budget (GOB) of over R500 million rand and a research budget of R150 million.

If you can multi-task while remaining calm, can focus on details while understanding broader policies and frameworks, and meet the requirements below, we invite you to apply for this permanent position for appointment on 1 February 2024 or as soon as possible thereafter.

## **Requirements include:**

- A Master's qualification in a relevant field (NQF9)
- 10 years management experience of which 5 years at a senior management level
- An understanding of the operations and core functions within a university environment
- At least 5-year track record of staff management and HR relations
- Demonstrable experience in the following areas: Facilities management, health and safety protocols, IT systems, academic administration, financial and budget management.
- Demonstrated track record of managing complex portfolios.
- Working knowledge of governance in complex organisations
- Change management experience
- Excellent written and verbal communication skills
- A high level of computer literacy (MS Word, Excel, e-mail, internet)

## **Advantages**

- At least 5 years' experience in higher education management & governance

## **Responsibilities include:**

- Strategic input into policies and processes relating to Faculty resources.
- Oversight of finance and budgets in the Faculty related to the role
- Management of HR related matters for non-academic staff
- Oversight of IT, student support and marketing in the Faculty
- Oversight and input into course and enrolments targets in the Faculty
- Management of health and safety matters in the Faculty
- Responsible for the Faculty risk management and business continuity strategies
- Line management of senior managers in the Faculty
- Oversight of facilities and space allocation in the Faculty

The annual cost of employment, including benefits is between R 1 515 404,00 and R 1 782 831,00

**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](http://forms.uct.ac.za/hr201.doc) (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter indicating in detail how you meet the requirements of the role 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 and might not be considered. Only shortlisted candidates will be contacted and may be required to undergo competency assessments.

**Website:** [www.humanities.uct.ac.za](http://www.humanities.uct.ac.za)

**Telephone:** 021 6503831

**Reference number:** E230358

**Closing date:** 10 November 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.**