



OPERATIONS MANAGER: ACADEMIC ADMIN

(Payclass 10)

Academic Administration Office of the Registrar

The Office of the Registrar seeks to permanently appoint a highly motivated and suitably qualified person as the Operations Manager. The main purpose of this position is to provide high level support within the University's academic administration business processes. This includes supporting the Deputy Registrar, and facilitating the decision-making of the Senate Executive Committee, Deans and Registrar through the provision of data analysis related to admissions, registration, examinations, and graduation.

To view and apply for this position, please visit the [UCT Internal Careers site](#) (For Internal Applicants) and [UCT Careers site](#) (For external Applicants) to create a profile and to submit your application.

Closing date: 10 November 2023

Reference:

ID 462

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

UCT reserves the right not to appoint.