



GSAP EDUCATION PROGRAMME DEVELOPER

(2 year Fixed-Term Contract; Payclass 10)

Global Short Academic Programmes (GSAP) **INTERNATIONAL ACADEMIC PROGRAMMES OFFICE (IAPO)**

The GSAP (Global Short Academic Programmes) unit develops and offers short-term educational programmes which are multi-disciplinary and have an academic, cultural and experiential engagement on a variety of topics to promote internationalisation, build capacity and address global concerns.

GSAP works with international higher education partners and UCT stakeholders in developing a variety of programmes (customised, standardised, faculty-led, service learning and Island). GSAP provides cutting-edge, high level short-term programmes in alignment with the UCT 2030 strategic vision.

The purpose of this post is to support the Manager of Global Short Academic Programmes in providing a strategic development of market related innovative short academic programmes, building partnerships for long term sustainable programmes within a short-time frame, curriculum development in liaison with academics to support the partner's needs and developing the short-term programmes marketing strategy.

Requirements for the job:

- NQF level 8 (preferably in Business, Administrative and Project Management)
- Proven Project management skills with high level of systems thinking and excellent attention to detail.
- A minimum of 5 years' recent and relevant work experience with similar responsibilities as sought for this position of which 2 years' must be proven short-term higher educational programme development in an international organisation/embassy or higher education environment.
- Highly professional with strong relationship building skills, client service skills and understanding of the PR impact.
- Excellent written, journalistic and editing skills.
- Proven business skills to ensure growth and development of short programmes and student numbers.
- A good knowledge and understanding of the University environment, curricula development, systems thinking, digitalisation and an understanding of the international education systems, including legal and fiduciary requirements.
- Excellent analytical, organisational, lateral thinking and problem-solving skills.
- Strong relationship building, intercultural, interpersonal and leadership skills, client service skills coupled with an understanding of the public relations and adherence to policy and legal/governance requirements.
- Excellent verbal and written communication skills with a commitment to excellent client service in a cross-cultural environment.
- Sound public relations, strong digital marketing, data analytic and journalistic experience in the design of marketing materials, market research and analytics, website management and excellent knowledge of social media and relevant platforms.
- High level of computer literacy, database management and advanced proficiency in MS Office, financial systems, advanced EXCEL and PowerPoint high knowledge and aptitude for systems and processes.
- The ability to maintain stakeholder relations whilst adhering to policy and legal/governance requirements.
- High level of creativity, integrity, understanding of cultural sensitivity and emotional intelligence.
- The ability to multi-task, prioritise work appropriately, work under pressure, independently and accurately with minimal supervision and to manage teams within the portfolio.
- Meticulous attention to detail, report writing, good presentation skills and an uncompromising attitude to meeting deadlines without sacrificing quality.
- Possess a high level of honesty and integrity.
- Must have sufficient flexibility to work additional hours, on weekends and in accordance with programme demands and respond to student emergencies after hours as necessary.

The following would be advantageous:

- Strong international networks and partnerships for international short education programmes.
- Excellence and proficiency in a systems management as well as database management system (e.g., Peoplesoft, CRM system and SAP).
- High level of creativity, agility, and flexibility to adapt to the changing needs of internationalisation.
- Graphic design.
- A valid driver's licence and a reliable vehicle.

Responsibilities:

- Providing support and input to the Manager: GSAP to develop and implement strategic and operational plans for the unit.
- Developing and designing sustainable market related programmes for target driven clientele within deliverable timeframes.
- Researching and database management of short-term programmes including community engagement and service-learning programmes, and international virtual learning programmes.
- Client relations: Building and maintaining strong positive relationships with internal and external stakeholders and actively promote the programmes to raise the profile of UCT.
- Conducting needs assessments and working with other UCT stakeholders to develop programmes to meet the identified needs.
- Developing budgets for each programme, monitoring expenditure, and overseeing the financial administration for each programme, including creating a surplus.

- Developing and implementing monitoring and evaluation processes for each programme.
- Preparing marketing materials and narrative reports on activities and programmes.
- Explore new markets by conducting market research for new short-term programmes development.
- Performing other tasks as assigned by the Manager: Global Short Academic Programmes (GSAP).

The annual cost of employment, including benefits, is between R358 627 to R682 513

To apply, please e-mail the below documents in a **single pdf file** to:
Ms Kiki Rakiep at kiki.rakiep@uct.ac.za and cc: Nicola.latchiah@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 a competency test or make a presentation.

Telephone: 021 650 5963 **Website:** <http://www.iapo.uct.ac.za>

Reference number: E231052 **Closing date:** 20 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

UCT reserves the right not to appoint.

