



## SENIOR MANAGER

(Payclass 12; Permanent)

### Properties & Services Department Estates and Custodial Services

We invite suitable candidates to apply for the permanent Senior Manager position. The successful candidate will be part of the Properties & Services (P&S) team, within Estates & Custodial Services.

The main purpose of this position is to manage operations and support the Office of the Director Estates & Custodial Services (E&CS) to deliver the E&CS strategic objectives. It contributes to the development and the strategic direction of E&CS and plays a deputising role to the Director.

#### Requirements for this post:

- NQF 7 in a commercial, operations, or related field
- Minimum experience: 5 years relevant experience, PLUS at least 3 years in a leadership role in an operation and/or Customer Service Environment

#### Advantageous:

- Experience in a Real Estate Management Environment.
- Valid driver's licence

#### Skills:

- Strong stakeholder management skills
- Sound systems and process mapping and management skills
- Report writing and information management skills.
- Effective leadership skills
- Ability to plan and organise operations and workflows.
- Resource management skills

#### Responsibilities:

- Supporting the Office of the Director.
- Accountable for the optimal functioning of specialised operations work areas, taking control of a number of inter-related, specialised operations processes.
- Responsible for all administration, operations, finance, and management issues.
- Responsible for project and program management, across the unit.
- Responsible for the governance, risk, and compliance across the unit.
- Managing the workload and resources within the unit, for efficient workflow.
- Providing authoritative advice in the context of widely varying circumstances, recommending, or providing influential input to policy or systems development on the basis of expertise in the area.
- Integrating and liaising directly with other sectors of the university.
- Assumes some of the functions of the Director, having vested decision-making authority for certain matters.

The annual cost of employment, including benefits, is between **R961 360** to **1131011** p/a.

**To apply**, please e-mail the below documents in a **single pdf file** to Mr. Ian Petersen at [recruitment02@uct.ac.za](mailto:recruitment02@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter that speaks to the specific requirements of the position
- Curriculum Vitae (CV) including a one-page executive summary,

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 and pre-placement medical tests.

**Telephone:** 021 650 2163

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

**Reference number:** E230383

**Closing date:** 13 December 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.