



# FACULTY MANAGER: ACADEMIC ADMINISTRATION

(Payclass 12)

## FACULTY OF HEALTH SCIENCES

The Faculty of Health Sciences' vision is to be a centre of excellence in health sciences that is locally relevant and globally competitive. Established 105 years ago, the Faculty is the oldest medical school in sub-Saharan Africa, and the top-rated Faculty of Health Science on the African continent. The Faculty comprises 13 Departments with nearly 5000 students (both undergraduate and postgraduate), and provides a dynamic environment involving multiple stakeholders such as the Western Cape Government Department of Health and Wellness (WCG-DoH), the National Health Laboratory Services (NHLS) and the Health Professions Council of South Africa (HPCSA). The faculty manager oversees a team of nearly 20 staff members, assisted by two managers, one for undergraduate and the other for postgraduate affairs. The Faculty office functions as a complex and substantial team, organized to cater to a diverse range of students and staff. It operates along various strands of administration, ensuring the integrity of the Faculty's academic offerings.

We invite applicants for this highly challenging and responsible post in UCT's world-leading faculty, for appointment as soon as possible.

The main purpose of this position is the oversight, management and provision of academic administrative services to the Faculty in support of the Dean, academic staff, students and applicants.

As the successful candidate you will have overall responsibility for the operational management of faculty academic administration and will work closely with the Faculty leadership, academics and administrators, students, and the Registrar's Office.

The successful incumbent will provide strategic support, guidance on policy formulation, and advice to the Faculty on all aspects of academic administration. You will be responsible for implementing policy and administrative procedures in the Faculty, as well as management of the Faculty Office staff. The Faculty offers a wide range of undergraduate and postgraduate qualifications in the health professions and related clinical sciences, and life sciences. The Faculty Manager will play a key role in ensuring the efficient administration of all faculty offerings.

### Requirements:

- An NQF 8 qualification (Honours degree, Postgraduate Diploma or Professional Bachelors degree)
- At least 5 years academic administration experience at a senior level in a higher education environment
- 5 years proven staff management experience, preferably in higher education
- Proven working knowledge of Higher Education legislation, regulations and policies
- Experience in high-level committee servicing
- A strong client focus with impeccable interpersonal skills, assertiveness and ability to build and nurture internal and external relationships
- A proven ability in the coordination of diverse, complex and high-level administrative functions, as they relate to the academic cycle in a higher education institution
- Excellent oral and written communication skills in English
- A high level of computer literacy and proficiency in MS packages
- Excellent organizational planning, problem solving and multi-tasking skills

### The following would be advantageous:

- A Master's degree
- Fluency in a South African indigenous language
- Experience of the requirements and processes for professional bodies

### Key Performance Areas:

- Management of academic administration and student records
- Staff management
- Advice to and liaison with academics, departmental administrative staff, students, applicants and committees
- Governance and committee administration
- Strategic support in the development and implementation of policies, guidelines and SOP's.
- Monitoring, evaluation, reporting, data analysis and planning.

The annual cost of employment for 2023, including benefits is between R961 360 and R1 131 011 and is under review for 2024.

**To apply**, please e-mail the below documents in a **single pdf file** to Ms Tracy Moore at [recruitment05@uct.ac.za](mailto:recruitment05@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Motivation letter that speaks to the specific requirements of the position, 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 competency and pre-placement-medical assessments.

**Telephone:** 021 650 5405

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

**Reference number:** E240110

**Closing date:** 26 February 2024

*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.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf).*

UCT reserves the right not to appoint.