



FINANCE AND OPERATIONS MANAGER

(Payclass 10; Permanent)

ACADEMIC DEVELOPMENT PROGRAMME (ADP)

CENTRE FOR HIGHER EDUCATION DEVELOPMENT (CHED)

The Finance and Operations Manager is responsible for managing the financial, operational, administrative processes and systems within the Academic Development Programme (ADP) at the University of Cape Town.

This role is crucial in providing strategic support and advice to the ADP leadership to ensure ADP's financial sustainability and achieving ADP's mandate and vision while mitigating financial risk.

ADP's size and the de-centralised nature of most of its units, entails managing processes and operating systems across a complex network that encompasses ADP's central and faculty-based units. This involves a strong coordinating and oversight role of administrative staff in central ADP and the ADP units. The role also entails engaging with other departments in CHED, faculty managers and other administrative staff in faculties. The person in the post will need to work closely with internal and external stakeholders for example: the Research Office and other research Units, Central Finance, HR and external auditors and donors.

For detailed information on this post, please view the job description on the following link: ([view](#))

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

Closing date: 14 November 2024

Reference:

ID 820

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.