



ACADEMIC STAFF AND PROFESSIONAL DEVELOPMENT PROGRAMME MANAGER

(Payclass 10)

DEAN'S OFFICE

CENTRE HIGHER EDUCATION DEVELOPMENT (CHED)

The Centre for Higher Education Development (CHED) invites applications for a Programme Manager (PM) in the Academic Staff and Professional Development (ASPD) Unit.

The main purpose of this position is to provide strategic and operational oversight and management of CHED's academic staff and professional development offerings across the wider university as well as in the region and the Higher Education (HE) sector nationally.

The PM participates in the development and implementation of policy guiding the mission and vision of professional development activities and programmes, offered by CHED, across a wide range of activity types and modes of delivery. This is to be achieved through programme design, development, and delivery, as well as operational management and administration.

The position is located in the ASPD Unit in the Dean's Office in CHED and reports to the Director of the ASPD and the Dean of CHED. The PM also has an oversight of financial and budgetary matters as well as administrative staff in ASPD.

The position also requires a focus on synergy with wider staff development activity generated by other departments in CHED, in particular in the Centre for Innovation in Learning and Teaching (CILT), the Academic Development Programme (ADP) and the Centre for Educational Assessment (CEA). In addition, the PM needs to be responsive to the needs of academic staff across the wider institution, so the position has both an internal and an institution-facing focus. Additionally, the PM will contribute to strategy and policy development of ASPD offerings with a regional and national focus across all stakeholder relations and partnerships. This would include development of a marketing and communications strategy and plan, and the implementation thereof.

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: 07 March 2025

Reference:

ID 1002

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.