



## FINANCE AND OPERATIONS MANAGER

(Payclass 11; (Permanent Soft-Funded Post)

### The Nelson Mandela School of Public Governance Faculty of Commerce

The Nelson Mandela School of Public Governance (The Nelson Mandela School) seeks to appoint a permanent Finance and Operations Manager, starting in February 2025 or soon thereafter. This is a varied and responsible position in a new and growing School, which runs a Research Programme, an Academic Programme (PGDip, MDPP, MPhil and PhD) Programme, an Executive Education short course programme and a series of networking activities and strategic dialogue platforms.

The main purpose of this position is to provide financial management, planning and strategy together with managing a professional administrative, financial and operations service to the Nelson Mandela School. The role also entails management of the administrative staff team and rendering support with respect to HR functions, specifically recruitment of a multidisciplinary team for the Nelson Mandela School. In addition, the successful incumbent will take responsibility for overseeing the financial management of grants and funds received by the School, ensure the necessary and timely financial reporting as well as manage the drafting of the necessary contracts required to formalise relationships with external stakeholders e.g. MOUs and Service Level Agreements.

*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:** 21 March 2025

**Reference:**

ID 981

*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.**