



POSTGRADUATE MANAGER: ACADEMIC ADMINISTRATION (Payclass 10)

Faculty Office Faculty of Engineering and the Built Environment

We invite applications from self-motivated individuals for this permanent post, for appointment as soon as possible.

The successful candidate will be working in the Faculty Office of the Faculty of Engineering & the Built Environment. The Faculty has six academic departments (Architecture, Planning and Geomatics; Civil Engineering; Construction, Economics and Management; Chemical Engineering; Electrical Engineering and Mechanical Engineering). The Faculty Office is made up of various sections: Dean's Office; Undergraduate and Postgraduate Administration; Faculty Finance; Faculty Human Resource; IT and Facilities Management; Communications, Development and Marketing, Student Counselling and Continuing Professional Development.

The main purpose of this position is to support the Faculty Manager in providing an effective and efficient administrative service to the Faculty, postgraduate students and applicants in all aspects of academic administration and committee servicing.

Minimum requirements:

- A three year tertiary qualification
- At least five year's relevant work experience in an academic administration environment, with similar/same responsibilities and at the level sought for this post
- Experience in supervising or managing staff
- Excellent English oral and written communication skills, including the ability to service high-level committees
- An ability to coordinate diverse, complex and high-level administrative functions
- Good interpersonal skills and an ability to liaise with academic staff, professional staff, external examiners, industry sponsors, research partners, postgraduate applicants and postgraduate students
- An ability to carry out and manage complex postgraduate processes, and participate in task teams to develop and enhance IT systems
- An ability to work in a team and independently
- Demonstrable competence in using databases and Ms Excel
- Good organisational skills, a high level of initiative and responsibility for own work and deliverables
- A proven ability to work accurately under extreme pressure and to tight deadlines, which may include some overtime

Responsibilities include:

- Managing all aspects of postgraduate student administration from admission to registration: record maintenance, year-end processing and graduation
- High-level committee servicing and administration
- General academic administration planning and co-ordination
- Producing additional documentation to support committee work
- Contributing to the broader activities of the Faculty, e.g. Postgraduate Orientation, Open Day, Graduation, etc.

The annual remuneration package, including benefits, is negotiable between **R443 134** and **R521 333**

To apply, please e-mail the below documents in a **single pdf file** to Ms Abigail Dixon at recruitment03@uct.ac.za:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>);
- Motivation Letter; 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 and will not be considered. Only shortlisted candidates will be contacted and may be required to undergo competency assessments.

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Telephone: 021 650 1673

Website: www.uct.ac.za

Reference number: E18279

Closing date: 1 August 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving our equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>. For this post we seek particularly to attract black South African candidates (i.e Africans, Coloureds and Indians).

UCT reserves the right not to appoint.