

PROGRAMME MANAGER
(Permanent)

OPEN ACADEMIC PROGRAMME
UCT GRADUATE SCHOOL OF BUSINESS

The UCT Graduate School of Business invites applications from dynamic and energetic individuals with a sound understanding of adult learning principles and a strong client focus to apply for a permanent full-time post of Programme Manager, to the GSB, Open Academic Programmes.

As a successful candidate you will manage the operations of the Open Academic Programme (OAP) Department, including but not limited to, financial and academic administration, human resources, marketing and facilities management of the OAP Department. You will report directly to the Director of OAP and serve as head of a team of 4 Programme Coordinators.

Requirements:

- A relevant tertiary degree,
- Minimum experience of at least 5 years at a supervisory level. UCT departmental or faculty administrative management experience at a senior level
- Experience with budgeting and financial administration
- Demonstrated staff management skills
- Well-developed and professional interpersonal and communication skills
- Effective time-management skills and the ability to organize, prioritize and multi-task within a highly pressurised environment
- Strong Project Management skills
- High level of computer proficiency

In addition to the above, candidates should be positive, highly motivated, energetic and mature self-starters who would demonstrate the ability to take complete charge of the administrative function of the Department.

Responsibilities:

- Relationship management with key internal and external stakeholders
- Management of programme delivery team
- Management of academic programme administration
- Financial management
- Strategy implementation, and
- Upholding the GSB values.

The annual cost of employment for 2018, including benefits, is between R443 134 and R521 333

To apply, please visit <http://www.gsb.uct.ac.za/workforum>, select the job you wish to apply for, follow the brief registration process at the bottom of the advert and submit the following documents:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter motivating your application
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated on the application form. An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted.

Website : www.gsb.uct.ac.za

Reference number : E18197

Closing date : Friday 18 May 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its 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 (i.e. African, Coloured, Indian) South African candidates.

UCT reserves the right not to appoint.