



COORDINATOR: GLOBAL SHORT ACADEMIC PROGRAMMES (Pay class 10) – 3 month contract

GLOBAL SHORT ACADEMIC PROGRAMMES (GSAP) UNIT **INTERNATIONAL ACADEMIC PROGRAMMES OFFICE (IAPO)**

In response to the dynamic global trends and the demand for short term international programmes, the Global Short Academic Programmes (GSAP) section develops and offers innovative short-term educational programmes to international partners and organisations. The programmes are multi-disciplinary and have an academic, cultural and experiential engagement on a variety of topics, aiming to promote internationalisation, develop intercultural competencies, build capacity and address global concerns.

GSAP collaborates with higher education partner-providers, largely, but not exclusively, from the global North. The programmes offerings are standardised, faculty led, customised, community engagement, experiential learning, service learning or are Island programmes.

GSAP aims to create an operating surplus specifically designated for providing financial support to outbound UCT students participating in international programmes.

The purpose of this post is to provide high level coordination, supervisory, financial, logistical and organizational support to the Manager of the Global Short Academic Programmes. The Coordinator will be an individual with a high level of initiative, entrepreneurial and creative who will be responsible for exceptional stakeholder engagement, superior coordination of operations and teams, financial administration (including budgeting) and monitoring and evaluation.

Requirements:

- A degree or equivalent university qualification.
- Strong business and proven project management outlook.
- 5 - 7 years' experience in a university / international environment;
- A good knowledge and understanding of the University environment and academia;
- At least 3 years' experience in a supervisory, coordination role;
- 2 years' proven experience in short-term global programmes in the international higher education context;
- The ability to work under pressure with meticulous accuracy in a deadline driven environment;
- Excellent organisational, analytical, administrative and problem-solving skills;
- Excellent team player and management of teams;
- Demonstrated ability to work independently with a high level of initiative;
- Strong relationship building skills, client service skills and understanding of the public relations impact;
- Excellent written including report writing skills and verbal communication skills, coupled with sound interpersonal skills;
- Commitment to customer service and timeframes in a cross-cultural environment;
- An understanding of curriculum and programme development Marketing skills and extensive experience in the compilation of marketing materials and website
- Experience updating websites, marketing materials and a working knowledge of social media
- High level of computer literacy and proficiency in MS Office and financial systems; advanced EXCEL;
- Willingness to work after hours on programmes and respond to student emergencies after hours as necessary;
- Drivers licence and reliable vehicle;
- High level Creativity and flexibility and the ability to adapt to changing needs of GSAP

Advantageous:

- A honours qualification
- Journalistic and Editing
- Proficiency in a PeopleSoft, CRM system and SAP ;

Responsibilities:

- Building and maintaining relationships with potential partners and other stakeholders.
- Supervision of teams
- Conducting needs assessments and working with other UCT stakeholders to develop programmes to meet the identified needs.
- Coordinating the logistics for all the programmes, student management and wellness, including travel, short and long-term accommodation, classroom venues, excursions.
- Developing budgets for each programme, monitoring expenditure and overseeing the financial administration for each programme, including creating a surplus
- Developing and implementing monitoring and evaluation processes for each programme.
- Preparing marketing materials and narrative reports on activities and programmes.
- Taking a lead on GSAP Africa initiatives.
- Provide support and input to the Manager: GSAP to develop and implement strategic and operational plans for the unit.
- Perform other tasks as assigned by the Manager: Global Short Academic Programmes (GSAP)

To apply, please e-mail the below documents in a **single pdf file** to Ms Kiki Rakiep at Kiki.rakiep@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover 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.

Only shortlisted candidates will be contacted and may be required to undergo a competency test or make a presentation.

Website: <http://www.iapo.uct.ac.za>

Telephone: 021 650 5963

Closing date: 22 May 2018

Reference number: E80518

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity target. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>

UCT reserves the right not to appoint.