



CHIEF OPERATING OFFICER

Office of the Vice-Chancellor

The University of Cape Town is one of the world's top research-led universities producing graduates whose qualifications are internationally recognised, locally applicable and underpinned by values of engaged citizenship and social justice.

We are seeking to recruit a **Chief Operating Officer** who has a full understanding of the core functions of the university to provide executive oversight for all operational functions, including Finance, ICTS, Properties and Services and Human Resources.

As members of the executive of the University, all Deputy Vice Chancellors (DVCs) including the Chief Operating Officer (COO) actively support the Vice Chancellor (VC) in the strategic leadership and management of the University and in supervising academic and administrative functions through line reports.

For detailed information on this post, please view the position description on the following link:

[\(View\)](#)

We offer a competitive annual remuneration package, including benefits. Appointment to these positions is on the basis of a five-year contract and the contract is renewable subject to a satisfactory performance review.

To apply, please e-mail the following documents in a **single pdf file** to Mr Craig Alexander at recruitment01@uct.ac.za:

- a covering letter which addresses the above criteria, including a statement on your potential contribution as part of the Office of the Vice Chancellor
- your full curriculum vitae with the names and contact details of three referees.
- the HR204 application form for Senior Executive Posts available at: <http://forms.uct.ac.za/hr204.doc>,

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.

Shortlisted candidates may be requested to provide further documentation on their candidacy.

Appointment procedures are available at http://www.hr.uct.ac.za/hr/recruitment/exec_appointments/deans

Nominations with a brief motivation may also be sent to Mr Craig Alexander at recruitment01@uct.ac.za

Telephone: +27 21 650 5429

Website : www.uct.ac.za

Reference number: E18199

Closing date for receipt of nominations: 14 May 2018

Closing date for receipt of applications: 28 May 2018

The University reserves the right to extend the closing date if deemed necessary or to make no appointment.

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>