



DIRECTOR: FACULTY OPERATIONS

PayClass 13 (4)

Dean's Office

Faculty of Humanities

The Humanities Faculty is the largest Faculty in the University, comprising 19 departments located in three main clusters: the Arts, the Social Sciences and the Performing and Creative Arts. The Director: Faculty Operations is a member of the Humanities Faculty Executive Committee and has both external and internal responsibilities in the faculty and university. This post is a key support role to the Dean, who manages and leads the Faculty.

The main purpose of this position is to provide strategic and effective leadership in the planning, management and oversight of the Faculty's resources through a transformed and sustainable operation that is in line with the Faculty's vision and long-term goals. This is necessary to ensure that the Faculty has the proper systems and controls in place for efficient and effective operation that are guided by sound legal considerations and business management approaches so as to support the delivery of the Faculty's Strategy.

Reporting to the Dean of Humanities, the primary aim of this position is to manage operational excellence. The incumbent will work in close collaboration with other portfolios within the Deanery and service departments of the university to provide executive oversight for the cluster of activities related to all operational functions, including IT, Support Services, Finance, Human Resources. The portfolio includes the line reports for the Health and Safety Specialist, IT Manager, Marketing Manager, with dotted line oversight of academic administration.

The scope of the Faculty operations encompasses approximately 8000 students (5500 undergraduate and 2500 postgraduate students), and approximately 450 staff on UCT conditions of service. The Faculty has a General Operating Budget (GOB) expenditure (budget) of R500 million rand and a research income of R150 million.

If you can multi-task while remaining calm, can focus on details while understanding broader policies and frameworks, and meet the requirements below, we invite you to apply for this permanent position for appointment on 1 February 2025 or as soon as possible thereafter.

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: 10 January 2025

Reference:

ID 900

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

UCT reserves the right not to appoint.