



# OPERATIONS MANAGER

Centre for Educational Testing for Access and Placement (CETAP)  
Centre for Higher Education Development (CHED)

The Centre for Educational Testing for Access and Placement (CETAP), a department within the Centre for Higher Education Development (CHED), seeks to appoint an Operations Manager.

The main purpose of this position is to manage all operational aspects of the Centre for Educational testing for Access and Placement (CETAP), including staff and financial management, and as a member of the management team, contribute to developing the strategic direction of the department.

## Requirements:

- Bachelor's degree or equivalent;
- Five years' relevant experience managing the operations of a complex organization, preferably within Higher Education;
- Relevant financial management and financial systems experience;
- Demonstrated organisational, management and interpersonal skills;
- Experience managing stakeholder relationships;
- Three years' experience managing a team working on multiple tasks;

Preference will be given to applicants with experience and an understanding of working in the Higher Education sector in South Africa.

## Responsibilities:

- Testing Administration and Infrastructure;
- Relationship Management;
- Human resources Management;
- Financial Management;
- Administrative Systems Management;
- Internal UCT admissions (selection and placement) testing processes and data management.

The annual cost of employment, including benefits (*where applicable*), is between R456 154 and R536 638.

**To apply**, please e-mail the below documents in a **single pdf file** to Ms Edith Graham [recruitment04@uct.ac.za](mailto:recruitment04@uct.ac.za):

- UCT Application Form (download at <http://web.uct.ac.za/depts/sapweb/forms/hr201.doc>)
- Motivational letter, directed at the responsibilities and competencies of the job
- 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.

**Telephone:** +27 21 650 5405      **Website:** [www.ched.uct.ac.za](http://www.ched.uct.ac.za)

**Reference number:** E15121      **Closing date:** 11 August 2015

UCT is committed to the pursuit of excellence, diversity and redress. 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.**