



POSTGRADUATE MANAGER

(Payclass 10)

ACADEMIC ADMINISTRATION

FACULTY OF HEALTH SCIENCES

We seek a confident, self-motivated candidate, with excellent analytical, organisational, and inter-personal skills. The successful candidate will maintain and implement an efficient systems-driven administrative framework, ensuring that admissions to the Faculty, and student records and administration, are supported with effective structures, processes and procedures. The Faculty offers a number of postgraduate qualifications. The successful candidate will be responsible for leading and managing the efficient administration of the postgraduate student life-cycle, the maintenance of student records and formal governance of postgraduate programmes. This post reports to the faculty manager and works closely with the postgraduate deputy dean.

Requirements:

- Bachelor's degree (NQF level 7) with 5 years administrative experience in higher education academic administration, (postgraduate degree an advantage).
- Proven experience in people management and 2-3 years' experience in line management
- Proven experience in the coordination of diverse complex administrative functions in the annual academic cycle in higher education (including servicing of committees and formal programme governance).
- Proven ability to maintain, implement and develop protocols and procedures with meticulous attention to detail.
- Proven organisational and planning skills, with excellent problem solving and analytical skills
- Demonstrated ability in time and people management, and the ability to work accurately under pressure to ensure compliance with timelines and procedures
- Excellent communication and interpersonal skills and ability to work with a wide range of people at all levels.

Advantages:

- A postgraduate qualification
- Experience in a similar environment

Responsibilities:

- Leadership and management of the postgraduate administration office.
- Operations Management in terms of ensuring that all academic administrative processes are delivered according to the timelines in the academic calendar cycle
- Admissions and Applications; Enrolment Planning/Admissions/Recruitment
- Student records maintenance according to audit, HEMIS and policy requirements
- Governance, postgraduate programmes and programme structures, committee servicing and handbook production.
- Management and oversight of candidature for postgraduate qualifications.
- Staff management including development and training.

The annual remuneration package, including benefits, is between R547 299 and R643 880.

To apply, please e-mail the below documents in a **single pdf file** to Ms Tracy Moore at recruitment05@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Letter of motivation that speaks to the specific requirements of the position, 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.

Telephone: 021 650 5405

Website: www.health.uct.ac.za

Reference number: E220433

Closing date: 27 November 2022

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.