



DIRECTOR: HOSPITALITY MANAGEMENT

(Payclass 13 Peromnes Grade 05)

Commercial Development Finance Department

The Finance Department seeks to appoint a Director: Hospitality Management to fulfil this key role for appointment as soon as possible. This is a permanent position, with the vacancy arising due to retirement of the incumbent.

We require an innovative, senior management level Director with the skills to oversee, monitor, advise, support, implement and deliver operational and strategic direction for the Hospitality Management Portfolio, as well as to implement and monitor appropriate metrics and solutions (financial, utilization, etc.).

The main purpose of this position is strategic and operational oversight of Commercial Developments' Hospitality portfolio, which includes but is not limited to the Protea by Marriott Mowbray Hotel, Protea by Marriott Breakwater Lodge Hotel and Conference Centre, All Africa House Guest House, Vacation Accommodation using our stock of student residence beds, our portfolio of Staff Housing and the Conference Facilitation operations.

Minimum requirements:

- A relevant 3 or 4-year tertiary qualification (i.e., Hotel Management, Event Management) equivalent at the minimum of an NQF level 6.
- A minimum of 10 years recent and relevant work experience, of which at least 7 years is at a middle-to-senior management level with well-developed leadership and management skills, and exposure to relevant aspects of finance and accounting. This includes Hospitality experience as a General Manager and or Director.
- A broad knowledge and understanding of finance and budgeting as it relates to hospitality management including hotel operations, quality, and marketing plans.
- Attention to detail, report writing, good presentation skills and an uncompromising attitude to meeting deadlines without sacrificing quality.
- Ability to multi-task, prioritise work appropriately, work under pressure and to work independently and accurately with minimal supervision.
- Excellent verbal and written communication skills coupled with sound interpersonal skills.
- Proven computer literacy in the use of MS Office at an intermediate level.
- Proven high level analytical and interpretive abilities.
- An ability to interact successfully with individuals across various levels, within and external to the organisation.
- A commitment to the provision of excellent client service in a cross-cultural environment.
- Possess a high level of honesty and integrity in all spheres.

Responsibilities:

- Hospitality Management/Portfolio - Strategy and Operations.
- Marketing.
- Finance.
- Risk management, Systems Development and Processes.
- People Management and Leadership, Staff Development and Transformation.
- Stakeholder and Guest Relations/ Quality.
- Transactional and administrative monitoring.

The annual cost of employment for 2022, including benefits is between **R 1 255 797** and **R 1 477 377**.

The university has contracted with executive search agency, Human Destiny to assist in the recruitment of this position. To apply, please e-mail the below documents in a **single pdf file** to Kristine at kristine@humandestiny.co.za.

- Signed UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>);
- Letter of Motivation (1 page); and
- Curriculum Vitae (CV); a maximum five-page CV (no certificates).

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 assessment.

Telephone: 021 650 3469 (For UCT)
011 029 0085 (For Human Destiny)

Website: www.uct.ac.za

Reference number: E220421

Closing date: 22 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.