



## **DIRECTOR: CAREERS SERVICE** (Professional, Administrative and Support Staff)

### **Careers Service** **Centre for Higher Education Development (CHED)**

In striving to maintain its leading position in South Africa, the Careers Service (CS) at the University of Cape Town (UCT) invites applications for the permanent position of Director of Careers Service. UCT is seeking a leader to join an innovative and dynamic team to shape the direction of this multi-award-winning service as it navigates global trends and local challenges.

The Director of the Careers Service is responsible for the strategic leadership, management and development of the service and its staff. The Director will be expected to work closely with the Dean and Senior Management of CHED as well as senior management of the university to ensure that the goals and purpose of the service are aligned to and supportive of the university's institutional priorities. The Director will champion the employment and employability agenda to ensure that UCT students, graduates and alumni have the graduate attributes and experiences to maximize their own potential and their contribution to the global community in which they will work.

#### **Requirements:**

- A post-graduate qualification
- A minimum of 3 years work experience in senior leadership and management and with relevant exposure to the higher education environment and/or career or talent management
- Experience and evidence of shaping and implementing a careers agenda both within an organisation and nationally
- Proven ability to:
  - develop partnerships and work collaboratively with faculty, students, alumni, employers
  - lead and motivate a team of diverse professional staff
  - successfully lead a team through a programme of change in a complex academic environment
  - thrive in an academic environment with a high tolerance for intellectual challenge and debate
- Sound financial management experience
- Leadership and management experience, good management skills and the ability to develop and maintain good human relations.
- Recognition as a leader with exemplary personal qualities of integrity, sound judgment, energy and accommodative interpersonal and strong communication skills
- Understanding of the complex processes in the implementation of careers in the curriculum
- Knowledge and experience in the field of graduate careers, employability, enterprise and entrepreneurship development.

#### **Advantageous:**

- Fluency in at least one indigenous South African language.

#### **Responsibilities:**

- To develop the Careers Service' provision, pre-empting changes in our operating environment, in policy, technology, in student and employer expectation and in the professional practice.
- Strategic Leadership of Careers Service
- Contribute to leadership and management of Centre for Higher Education Development (CHED)
- Organisational Leadership & Development
- Strategic oversight of operational outputs
- Strategic programme partnerships
- Stakeholder relations & communication
- Professional advisory role
- Financial management

The annual cost of employment, including benefits (for 2018), is between R 921 005 and R 1 083 535

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

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, 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.hr.uct.ac.za](http://www.hr.uct.ac.za)

**Reference number:** E19101

**Closing date:** 28 January 2019

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>

UCT reserves the right not to appoint.