



DEPARTMENTAL MANAGER

(Permanent Post; Payclass 9)

Department of Finance and Tax Faculty of Commerce

The Department of Finance and Tax seeks to appoint a full-time permanent Departmental Manager. The main purpose of this position is to manage the Human Resources, Operations, Finance, Physical Resources and Administration of the Department of Finance and Tax. The Departmental Manager will be involved in high-level decision making and actively engage and facilitate various departmental activities.

Requirements for the position:

- A relevant tertiary qualification at NQF6 level
- 4 years' relevant work experience in a mid- or senior administrative level position
- Proven experience in people and staff management
- Knowledge of HR processes, and understanding of basic conditions of employment
- Demonstrable financial management experience
- Demonstrable working experience in SAP or any other ERP system
- Proven data management system experience (e.g., Peoplesoft or any other relevant software)
- A working knowledge and proven skills in strategic planning and operational management
- Strong time management, organizing, planning and administrative skills
- Excellent computer skills and high-level competence in Microsoft Office, specifically Ms Excel and Ms Word
- Good understanding of finance as well as the administrative policies and procedures
- Excellent communication skills and ability to interact with people at all levels
- The ability to work under pressure with meticulous accuracy and attention to detail
- Demonstrated ability to work independently as well as part of a team, use initiative, and be flexible
- Possess a high level of honesty and integrity in handling finances.

The following would be advantageous:

- Experience of management in a university setting and/or other large institution
- Experience in VULA
- Knowledge of UCT Policies and Procedures (Central Finance & Central HR)

Responsibilities include:

- Manage the operations, administration, and space allocation in the Department
- Developing, implementation and management of appropriate administration control systems to ensure the smooth running of the administration within the Department
- Provide administrative, strategic, and operational guidance with respect to academic administration within the Department.
- Manage administrative staff related matters, including staff development process and compile any necessary documentation.
- Contribute to the recruitment process, staff induction and orientation for Administrative Staff
- Assist in preparing the operating costs component of annual budget.
- Manage the procurement and payment cycle, ensuring compliance with spending rules and in line with the university purchasing requirements, and check all GOB and non-GOB fund reports.
- The capacity to lead, and contribute towards a busy team
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- Any other tasks and duties that may be appropriate to this position

For more information about the details of this position please refer to the attached position description.

The 2021 annual remuneration package, including benefits, is negotiable between **R417 562** and **R491 249**, depending on skills and experience.

To apply, please e-mail the below documents in a **single pdf file** to Ms Abigail Dixon at recruitment03@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Motivation letter, and
- Curriculum Vitae (CV).

An application which does not comply with the above requirements will be regarded as incomplete and will be disqualified. Only shortlisted candidates will be contacted and may be required to undergo competency assessments as part of the selection process.

Telephone: 021 650 1673

Website: <http://www.commerce.uct.ac.za/>

Reference number: E210343

Closing date: 25 November 2021

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.