Are you interested in joining the dynamic and innovative leadership team of a university that is dedicated to foregrounding, promoting, and supporting students’ academic success? The University of Cape Town (UCT) is looking to appoint its next Executive Director of Student Affairs (ED DSA). As a senior member of the university’s leadership team, you will be responsible for overseeing and managing a complex Department of Student Affairs. In particular, the university is looking for someone who will work in ways that promote an ethos of care and compassion for students and an approach to working with various offices and units across campus to enhance the overall experience of all students at the university.

Requirements:
- A relevant NQF 9 level qualification.
- 10 years relevant experience in the tertiary education sector of which at least 5 years must be at a senior and strategic leadership position.
- A demonstrated understanding of the changing higher education landscape and its impact on student affairs.
- Proven experience in leading a team of people from a range of professional and administrative backgrounds in a complex environment.
- An in-depth understanding and experience of budgetary procedures, financial accountability and sustainability, public-management processes, people management, information systems and technology, and student affairs-related services.
- Experience in establishing and executing good governance within a matrix environment at departmental, inter-departmental and institutional levels.

Knowledge, Skills and Attributes:
- A sound knowledge of student matters, and the enabling role that the office of student affairs plays in contributing to student academic throughput and success, particularly within a constantly transforming, challenging and dynamic environment.
- Excellent strategic thinking and conceptual skills that facilitate planning and results.
- Excellent interpersonal, communication and presentation skills.
- Ability to relate to and work effectively with a wide range of constituencies in differing circumstances and contexts.
- Demonstrated ability to make data-driven decisions, including a solid grounding in data analysis techniques.
- Ability to assess problem situations and resolve them quickly and effectively.

Responsibilities:
- Lead, direct and manage the Department of Student Affairs, ensuring good governance and systems functioning.
- Develop and execute a comprehensive strategy for the Department of Student Affairs, aligned to the strategic objectives of the university.
- Lead in the development, implementation and monitoring of all Student Affairs-related policies that are aligned with both university and national policies, rules and regulations.
- Raise the profile of the department and its activities both nationally and internationally.
- Contribute to developing plans and strategies for the provision of world-class on-and off-campus accredited accommodation and residence life conducive to the holistic development of future leaders.
- Promote the development of students by providing a responsive and dynamic range of high-quality services, support and enabling facilities that would foster student success and well-being at UCT.
- Ensure the effective and efficient management and utilisation of the department’s finances and resources and contribute to the overall financial sustainability of the university.
- Oversee staff development and management (including retention and recruitment).
- Maintain and enhance relationships with leadership and staff within the university community from faculties and administrative departments, and where appropriate, with external stakeholders.
- Participate fully at senior level in all the relevant leadership, management and governance structures of the university relevant to and/or assigned to the position.
- Keep abreast of emerging trends in the student affairs sector in higher education.

The 2020 annual cost of employment, including benefits, is appropriate to the Senior Executive level.
To apply, please e-mail the below documents in a **single pdf file** to Mr Craig Alexander at recruitment01@uct.ac.za:

- A covering letter which addresses the above criteria, including a statement on your potential contribution as Executive Director;
- Your full curriculum vitae with the names and contact details of three referees;
- The HR204 application form for Senior Executive Posts available at: [http://forms.uct.ac.za/hr204.doc](http://forms.uct.ac.za/hr204.doc).

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted. Candidates invited for interview will be required to make an open presentation to relevant stakeholders.

*Please ensure the post title and reference number are indicated in the subject line.* Shortlisted candidates may be requested to provide further documentation on their candidacy.

The appointment procedures are available at: [http://www.hr.uct.ac.za/hr/recruitment/exec_appointments/exec_directors](http://www.hr.uct.ac.za/hr/recruitment/exec_appointments/exec_directors)

**Telephone:** 021 650 5429  
**Website:** www.uct.ac.za

**Reference number:** E200128  
**Closing date:** 30 April 2020

The University reserves the right to extend the closing date if deemed necessary and reserves the right to make no appointment.

*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](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf). For this post we seek particularly to attract black (African, Coloured and Indian) South African candidates.*