Please note that only applications from suitably qualified members of the permanent and temporary UCT staff will be considered.

The UCT Graduate School of Business is looking for a proactive and engaged individual to manage its Case Writing Centre (CWC).

The position requires someone to develop and run the CWC as part of the GSB Academic Office, ensuring the regular, high-quality production of teaching cases and related content, the growth in interest for and usage of case studies in teaching, and the management of tasks and projects related to the CWC.

Reporting to the Academic Director, the CWC Manager is required to:

- Write, research, rework, edit and quality-assure teaching case studies produced by staff and students at the GSB
- Produce or support the production multimedia content (e.g. video, audio) for teaching case studies
- Create support materials, such as teaching notes and assessments, where required in collaboration with lecturers
- Build strong, trust-based relationships with GSB and UCT stakeholders, as well as external parties (e.g. other universities) in order to further the goals of the CWC
- Support the Academic Director in building interest in and acceptance of case studies throughout the GSB, and support faculty in using case studies in teaching
- Find, liaise with, and project manage contract and freelance staff (e.g. those engaged to write case study content)
- Act as a central contact point and repository of resources and articles for students developing teaching case studies as part of their academic course work
- With the marketing team, assist in the promotion of the GSB’s case writing activities
- Keep abreast of relevant competitions and assist staff and students in compiling their entries
- Assist in the publication of case studies across a variety of formats, such as:
  - (Academic) journals, print and digital
  - Web platforms (e.g. wikis)
  - Online learning platforms
  - Seminars and workshops
- Manage the daily ad hoc running of the CWC along with the Administrative Assistant
- Represent the CWC in relevant internal and external forums as needed
- Manage the rollout of the annual case teaching seminar
- Manage the finances (internal and external) of the CWC, and assist in applying for relevant funding

The successful candidate will need to have:

- A master’s degree in a relevant field, preferably in journalism, media, writing or similar area
- 3-5 years managing in a creative, media or academic environment with experience in case study writing, business journalism, research writing or similar, with a portfolio of work
- Excellent English writing and editing skills with a keen eye for detail, writing style, storytelling and formatting
- Experience managing resources (including people) in a creative, media, journalistic, academic or similar environment
• Experience and knowledge of the Harvard case teaching method would be advantageous
• Knowledge of the academic publication process would be advantageous
• Excellent organisational and planning skills; prioritising tasks and working on different projects simultaneously
• Ability to work independently, exercise judgement, establish priorities and display personal initiative and resourcefulness
• High level of proficiency in MS Office applications
• Strong interpersonal skills and a high level of diplomacy, emotional intelligence and personal integrity
• A professional and mature attitude to the workplace and external environment

The annual remuneration package, including benefits for 2019, is between R471 495 and R554 699

To apply, please visit http://www.gsb.uct.ac.za/workforus and submit the following documents
- UCT Application Form (download at http://forms.uct.ac.za/hr201.doc)
- Cover letter motivating your application
- Curriculum Vitae (CV)
- A portfolio of written work (to be uploaded attached to your cover letter)

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.

Telephone: 021 650 2163  Website:  www.gsb.uct.ac.za
Reference number: E19272  Closing date:  26 June 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.