



COORDINATOR: GLOBAL SHORT ACADEMIC PROGRAMMES (GSAP)

(Pay class 10)

GLOBAL SHORT ACADEMIC PROGRAMMES (GSAP) UNIT INTERNATIONAL ACADEMIC PROGRAMMES OFFICE (IAPO)

In response to the dynamic global trends and the demand for short term international programmes, the Global Short Academic Programmes (GSAP) section develops and offers innovative short-term educational programmes to international partners and organisations. The programmes are multi-disciplinary and have an academic, cultural and experiential engagement on a variety of topics, aiming to promote internationalisation, develop intercultural competencies, build capacity and address global concerns.

GSAP collaborates with higher education partner-providers, largely, but not exclusively, from the global North. The programmes offerings are standardised, faculty led, customised, community engagement, experiential learning, service learning or are Island programmes. GSAP aims to create an operating surplus specifically designated for providing support to UCT internationalisation.

The purpose of this post is to provide high level coordination, supervisory, financial, logistical and organizational support to the Manager of the Global Short Academic Programmes. The Coordinator will be an individual with a high level of initiative, entrepreneurial and creative ability who will be responsible for exceptional stakeholder engagement, superior coordination of operations and teams, financial administration and monitoring and evaluation.

Requirements:

- A University degree (NQF 7) or equivalent qualification, coupled with 5 years relevant experience in a similar environment of which 3 years at supervisory or management level
- 2 years' proven experience in short-term global programmes in the international higher education context
- Strong business and proven project management outlook
- A good knowledge and understanding of the University environment and academia
- A friendly disposition coupled with sound interpersonal skills and good communication skills
- Marketing skills and extensive experience in the compilation of marketing materials and website
- Experience in updating websites, marketing materials and a working knowledge of social media
- Demonstrated ability to work independently as well as part of a team, use initiative and be flexible
- Ability to consult, mediate, facilitate with ease and minimal conflict and an understanding of the public relations impact
- The ability to coordinate, multitask, work under pressure with meticulous accuracy in a deadline environment
- Strong report writing skills
- Excellent organisational, analytical, administrative and problem-solving skills
- Commitment to customer service and timeframes in a cross-cultural environment
- High level of proven computer proficiency in MS Office and financial systems; advanced EXCEL
- Possess a high level of honesty and integrity in handling cash / finances
- Willingness to work after hours on programmes and respond to student emergencies after hours as necessary
- Valid driver's licence and reliable vehicle
- High level of creativity and flexibility and the ability to adapt to changing needs of GSAP

Advantageous skills:

- A honours qualification
- Journalistic and Editing
- Proficiency in a Peoplesoft, CRM system and SAP ;

Responsibilities:

- Building and maintaining relationships with potential partners and other stakeholders.
- Supervision of teams
- Conducting needs assessments and working with other UCT stakeholders to develop programmes to meet the identified needs.
- Coordinating the logistics for all the programmes, student management and wellness, including travel, short and long-term accommodation, classroom venues, excursions.
- Developing budgets for each programme, monitoring expenditure and overseeing the financial administration for each programme, including creating a surplus
- Developing and implementing monitoring and evaluation processes for each programme.
- Preparing marketing materials and narrative reports on activities and programmes.
- Taking a lead on GSAP Africa initiatives.
- Provide support and input to the Manager: GSAP to develop and implement strategic and operational plans for the unit.
- Perform other tasks as assigned by the Manager: Global Short Academic Programmes (GSAP)

The annual cost of employment for 2018 including benefits is between R443, 143 and R521, 333

To apply, please e-mail the below documents in a **single pdf file** to recruitment02@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 or make a presentation.

Telephone: 021 650 2163

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

Reference number: E18277

Closing date: 15 July 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity target. 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.