



## **EDUCATION PROGRAMME DEVELOPER**

(Payclass 10; 2-year contract)

### **GLOBAL SHORT ACADEMIC PROGRAMMES (GSAP) INTERNATIONAL ACADEMIC PROGRAMMES OFFICE (IAPO)**

The section develops and offers short-term educational programmes which are multi-disciplinary and have an academic, cultural and experiential engagement on a variety of topics to promote internationalisation, build capacity and address global concerns.

GSAP works with international higher education partners and UCT stakeholders in developing a variety of programmes (customised, standardised and faculty-led). GSAP provides cutting-edge short-term programmes in alignment with the academic enterprise.

The purpose of this post is to support the Manager of Global Short Academic Programmes in providing a high-level development of market related short programmes, building partnerships for long term sustainable programmes within a short-time frame, curriculum development in liaison with academics to support the partner's needs.

#### **Requirements:**

- An honours degree (NQF 8 level or above) in business, administrative or project management qualification.
- A minimum of 5 years' recent and relevant work experience with similar responsibilities as sought for this position of which 2 years' must be proven short-term educational programme development in an International organisation/embassy or higher education environment.
- Proven project management experience.
- Proven business skills to ensure growth and development of short programmes and student numbers.
- A good knowledge and understanding of the University environment, curricula development and international credit systems;
- Excellent analytical, organisational, problem-solving and leadership skills;
- Strong relationship building, client service skills coupled with an understanding of the public relations impact and adherence to policy and legal/governance requirements;
- Excellent verbal and written communication skills with a commitment to excellent client service in a cross-cultural environment.
- Sound public relations and marketing experience in the design of marketing materials, website management and good knowledge of social media;
- High level of computer literacy, database management and advanced proficiency in MS Office, financial systems, advanced EXCEL and PowerPoint;
- The ability to maintain stakeholder relations whilst adhering to policy and legal/governance requirements
- High level of creativity, integrity, understanding of cultural sensitivity and emotional intelligence.
- The ability to multi-task, prioritise work appropriately, work under pressure, independently and accurately with minimal supervision and to manage teams.
- Meticulous attention to detail, report writing, good presentation skills and an uncompromising attitude to meeting deadlines without sacrificing quality.
- Possess a high level of honesty and integrity in handling cash and or finances.
- Must have sufficient flexibility to work additional hours and on weekends and respond to student emergencies after hours as necessary;
- A valid driver's licence and a reliable vehicle.

#### **Advantageous skills:**

- Strong international networks for international short programmes.
- Journalistic and Editing proficiency.
- Proficiency in a database management system (e.g. Peoplesoft, CRM system and SAP).

#### **Responsibilities:**

- Developing and designing sustainable programmes for target driven clientele within deliverable timeframes.
- Researching and database management of short-term programmes including internships, community engagement and service learning programmes.
- Client relations: Building and maintaining strong positive relationships with internal and external stakeholders and actively promote the programmes to raise the profile of UCT.
- Conducting needs assessments and working with other UCT stakeholders to develop programmes to meet the identified needs.
- 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.
- Explore new markets by conducting market research for new short-term programmes development.
- Providing support and input to the Manager: GSAP to develop and implement strategic and operational plans for the unit.
- Performing other tasks as assigned by the Manager: Global Short Academic Programmes (GSAP).

The annual cost of employment, including benefits, is between R 273 934 and R 521 333.

**To apply**, please e-mail the below documents in a **single pdf file** to Ms Kiki Rakiep at [kiki.rakiep@uct.ac.za](mailto:kiki.rakiep@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 5963

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

**Reference number:** E90128

**Closing date:** 11 February 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>. For this post we seek particularly to attract black (i.e. African, Coloured and Indian) South African candidates.*

UCT reserves the right not to appoint.