

NOTES

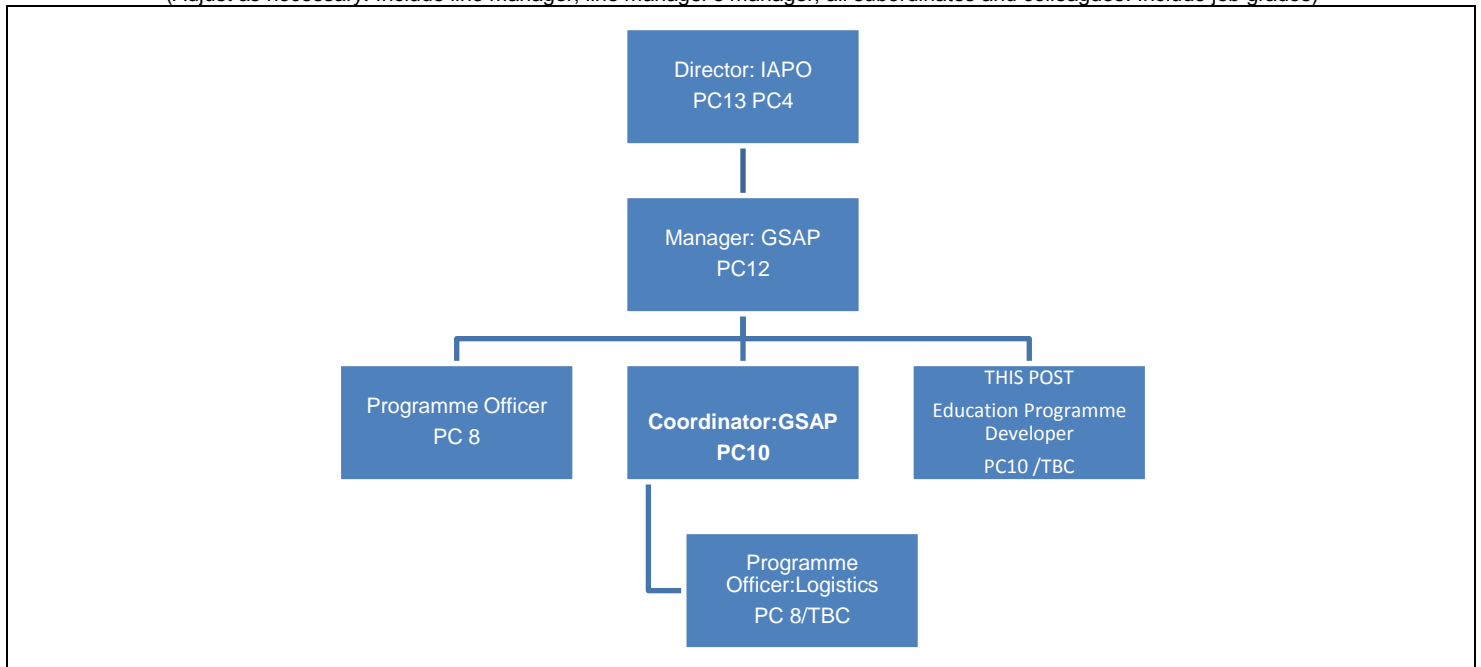
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

POSITION DETAILS

Position title	Education Programme Developer: Global Short-term Academic Programmes (GSAP)
Job title (HR Practitioner to provide)	
Job grade (if known)	10
Academic faculty / PASS department	International Academic Programmes Office (IAPO)
Academic department / PASS unit	IAPO
Division / section	GSAP
Date of compilation	Nov 2018

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include job grades)



PURPOSE

The purpose of this post is to support the Manager of the Global Short Academic Programmes by proactively growing the short term programmes. The incumbent will broaden the spectrum of short programmes by develop high level market related short programmes, community engagement programmes, internships add within a quick turnaround time to the current partners and new partners for long term sustainable yearly programmes. The incumbent will provide academic advisement, curriculum development in liaison with academics to support the partner's needs, researching new opportunities, development of service learning programmes, supervisory, ensure effective budgeting, provide logistical and coordination support and organizational support.

JOB CONTENT

Key performance areas (4 – 6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1	Strategy development, policy and execution	10%	<ul style="list-style-type: none"> • Together with Manager GSAP, develop and implement strategic and operational plans to ensure that the GSAP objectives are met. • Develop a project management plan. • marketing strategy for the increase of short term programmes 	<ul style="list-style-type: none"> • Strategic and operational plans prepared, reviewed and monitored • Project management plan developed. • Marketing strategy for short term programmes developed • Increased number of short programmes.
2	Stakeholders relations management and partnerships	15%	<ul style="list-style-type: none"> • Build and maintain relationships with appropriate staff and clients / partners for the development and growth of GSAP • Build and maintain positive relationships with relevant staff in UCT departments and faculties • At the request of the Manager GSAP, represent IAPO and UCT at various committee structures, advisory boards, and professional bodies – both internally and externally relating to short programmes. • Arranging and attending meetings with partners, clients and any other meetings requested by the section Manager; • At the request of the section Manager, hosting visitors and making presentations on GSAP • Liaise as necessary with the Consulates and Embassies of partner countries to capitalise on marketing and funding opportunities for short programmes. • Work with the Manager GSAP to manage the contracts for the partnerships 	<ul style="list-style-type: none"> • Positive relationships exist for climate of potential programmes • Academics understand and contribute to GSAP. • Number of meetings held. • GSAP represented on relevant committees. • Meetings arranged and attended • Visitors hosted and presentations made as well as GSAP brochures distributed • Where necessary, relationships built with strategic organisations • Funding opportunities and or GSAP marketing opportunities secured resulting in increased short programmes • Quick turnaround time for the processing of agreements.
3	Short term education programme development	45%	<ul style="list-style-type: none"> • Research new programmes. • Database management of innovative programmes including internships, community engagement and service learning programmes for international partners. • Development of programmes for internships, community engagement and service learning for strategic international partners • Where relevant ensure that new programmes are passed through the relevant committees. • Where relevant, capture information on CRM to ensure that reports can be pulled for reporting, monitoring and decision-making purposes • Actively liaise with each international GSAP partner to increase new programmes ,conduct needs analysis; provide to Manager GSAP for development of 	<ul style="list-style-type: none"> • Documented research with follow-up timeframes • Well maintained up to date database entries will be 100% accurate with all essential information of programmes, activities and partners maintained • Programmes developed • Targeted number of students in programmes • Needs analyses undertaken • Programmes passed through committee • Draft programme of activities prepared and service providers identified • Draft costing / budget prepared for the programme • Number of new programmes

		<ul style="list-style-type: none"> • In consultation with the section Manager, ensure that relevant correspondence is initiated and responded to from partners / visitors; • In consultation with the Section Manager ensure that agenda, draft documentation, minutes are prepared and disseminated and logistical arrangements made for any meetings for the programmes • Plan with the GSAP team high level orientation programme tailored for each partner. • Ensure that all activities requested by partner are arranged, booked and paid for to meet needs of partners in accordance with the budget • Research credible service providers and expand the database • Develop a list of experts for GSAP programmes • Monitor progress of activities and teaching and learning and trouble-shoot where necessary. • Ensure that appropriate marketing materials are developed for GSAP and for individual programmes (as required). • In liaison with the Coordinator, maintain GSAP website, ensuring information is current and engaging. • Prepare and maintain high quality marketing materials for GSAP programmes in liaison with GSAP team, including arranging for design and printing from reputed service providers. • Expand outbound opportunities 	<ul style="list-style-type: none"> • Programme development reports provided weekly to Manager. • Correspondence to partners are drafted for Managers approval. • Appropriate admin and filing systems established • Agenda, documents available and meetings arranged • All logistical arrangements completed • High level client -centred orientation programme planned • Service providers identified and vetted and are on the university books • Experts identified • Act as first point of contact during programmes to troubleshoot, if necessary • Develop marketing materials and other forms of communication • When requested, all logistics planned for outbound visits / trips • Website maintained and reported on • High quality marketing materials available • Increased number of outbound students.
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4	Financial Administration	10%	<ul style="list-style-type: none"> • In liaison with the Manager GSAP draw up budgets for Short term programmes in accordance with the agreed upon yearly increments • Timeously respond to partner requests for budgets with high level attention to detail and accuracy. • Review all invoices received from service providers to ensure that they are correct, prepare request for payment documentation, get approval from Manager and pass to Finance team for payment. Follow up with Finance team to ensure payment made. • Process and review journal entries to ensure income and expenditure for GSAP assigned to the correct entities • Review GSAP accounts and correct any misallocations. • Assist the Financial Manager to prepare financial reports to clients/partners by ensuring that all SAP accounts are correct and answering any questions that the Manager may have. • Provide information on expenditure to the Manager GSAP to enable the preparation of budget reports and to monitor spending. • Ensure that clients / partners are invoiced accurately on SAP • Follow up to ensure that payments received from clients / partners by liaising with GSAP Admin Assistant. • Provide financial report to Manager monthly of increased programme budgets 	<ul style="list-style-type: none"> • Accurate and correct invoices collated with request for payment and passed to Finance for processing • Income and expenditure correctly allocated • Accounts reviewed and reconciled once per quarter to ensure that accounts contain correct entries. • Accurate reports prepared on time. • Forecast of travel spend is prepared • Information on expenditure provided for the preparation of budgets and reports • Clients / partners accurately invoiced • Payments received from clients / partners (follow up, remind clients) • Reports of Increased programme budgets presented and discussed with Manager monthly. • Exponential growth of programmes • Surplus generated from each programme
5	Monitoring, evaluation and reporting	10%	<ul style="list-style-type: none"> • Develop effective evaluation tools for programmes. • Set up meetings with partners as follows: pre programme briefing, programme briefing and debriefing • Ensure that evaluation forms are prepared, presented, administered and completed and analysed. • Adapt future programmes to take into account evaluation results. • Provide assistance, as requested, to the Manager to prepare narrative reports to donors. 	<ul style="list-style-type: none"> • Evaluation tools developed. • Meetings(pre, during and post programme) with partners held and recorded. • Evaluation forms prepared and analysed • Assistance provided to adapt future programmes • Assistance provided for the preparation of narrative reports • Data captured • Reports available 1 week after completion of programme

6	Resource Management: people	10%	<ul style="list-style-type: none"> • Managing and leading a team of staff by setting goals, mentoring and guiding performance, directing work activities, establishing policies and procedures and building relationships; • In conjunction with the section Manager, recruiting, orienting and training staff, as required; • At the request of the section Manager, provide assistance in undertaking performance management and assessment of staff; • Discussing and providing staff development opportunities to ensure that they have the necessary resources to perform daily operations; • Ensuring that section staff members are knowledgeable and kept up to date about IAPO policies that impact on international students / staff e.g. repatriation, SADC levy etc. • Ensure staff are trained on P-card usage and matching programme requirements 	<ul style="list-style-type: none"> • Staff perform work functions; • Staff recruited, oriented and trained; • Correct HR documentation is completed; • Staff attends suitable training opportunities; • Performance management conducted as required.
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NOTE: The management of the consolidated GSAP function is new to IAPO and the jobs required to implement and grow the function are new. The GSAP team members must therefore expect that they will be breaking new ground and that their roles can and will change as the demands of the function become clear. Staff appointed to these positions must therefore expect changes in their job descriptions and must be willing to accept these changes.

MINIMUM REQUIREMENTS

Minimum qualifications	A university degree; a postgraduate qualification would be preferable
Minimum experience (type and years)	<p>5 - 7 years' experience in a University/international higher education/organization</p> <p>At least 3-5 years' experience in a supervisory, coordination or managerial role</p> <p>Experience of working in a university context is preferred;</p> <p>Proven Project management skills</p> <p>Proven 2 years of short term programme development reflecting exponential growth.</p> <p>Strong relationship building skills, client service skills and understanding of the PR impact;</p> <p>Excellent written and verbal communication skills</p> <p>Commitment to customer service in a cross-cultural environment;</p> <p>High level organizational, analytical, administrative and problem-solving skills;</p> <p>Extensive marketing, social media and PR experience</p> <p>Excellent attention to detail;</p> <p>High level of computer literacy and proficiency in MS Word, PowerPoint, Advanced EXCEL</p>
	<p>Would be an advantage:</p> <ul style="list-style-type: none"> • Network of partners for short programmes • Proficiency in UCT student management systems (particularly PeopleSoft and Vula) • A drivers' license

COMPETENCIES

Competence	Level	Competence	Level
Follow Up	3	Building interpersonal relationships	3
Quality commitment / work standards	2	University awareness	2
Client / student service and support	3	Planning and organizing / work management	2
Decision-making / judgement	2		