



BUSINESS MANAGER

(Payclass 11)

Office of the Executive Director Properties and Services Department

We invite applications from suitably qualified and experienced candidates for this permanent position of a **Business Manager** in the Office of the Executive Director, Properties and Services (P&S) Department.

The main purpose of this position is to provide high level business services management and support to both the Office of the P&S Executive Director and the senior P&S Directors. The successful candidate will contribute to the development and the strategic direction of P&S, as full member of the Senior Management Team of P&S. S/he will manage the business services section of Properties and Services, as well as the Office of the ED, and will be accountable for the optimal functioning of these specialized operations work areas, taking control of several inter-related, specialized operations processes.

Minimum requirements:

- A 3-year degree (NQF Level 7) either in a Commercial, Operations, Real Estate or related field
- 5 years' relevant work experience, at increasing levels of seniority and responsibility, plus at least 2 years' in a middle-to-senior level leadership role in an operations and/or customer service environment
- Demonstrable experience in finance & budgeting; people management; operational management; and strategic planning as well as execution
- Proven experience in managing in a complex and dynamic employee relations environment, preferably in a Real Estate Management environment
- Demonstrable problem-solving skills, decision-making skills, conflict management skills, and change management skills.
- Excellent verbal and written communication skills coupled with sound interpersonal and customer service skills
- Excellent computer literacy in the use of Ms Office with advanced level Ms PowerPoint and Ms Excel, and Ms Word at an intermediate level.
- The ability to multi-task, work in a team and on an individual basis with minimum supervision.

The following will be advantageous:

- Management experience in a university setting and/or other large institution.
- Project management qualification and/or experience.

Responsibilities include but are not limited to:

- **Strategy and execution** - Contribute to the development of P&S strategy
- **Operations management** - Provide support to the Director regarding operational matters and protocol.
- **Resource management: Finance and Budget** - Prepare, manage, and be the budget owner, of the finances and budgets of the Business Services section
- **Resource management: People** - Manage the Receptionist by facilitating development and performance management
- **Monitoring, evaluation and reporting** - Perform data analysis and rationalization
- **Project management** - Coordinate and track team projects
- **Governance, risk and compliance management** - Analyses service requirements in response to business requirements, risks and costs

For more details about the position and responsibilities please refer to the attached position description.

The 2018 annual cost of employment, including benefits, is between **R543 772** and **R639 730**.

To apply, please e-mail the below documents in a **single pdf file** to Ms Abigail Dixon at recruitment03@uct.ac.za:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>);
- A letter of motivation; 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 will be required to undergo competency assessments as part of the selection process.

Telephone: 021 650 1673
Reference number: E18440

Website: www.uct.ac.za
Closing date: 10 December 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf

UCT reserves the right not to appoint.