



BUSINESS MANAGER

Office of the Director: Estates and Custodial Services Properties and Services

We invite applications from suitably qualified and experienced candidates for this permanent position of a **Business Manager** in the Office of the Director, Estates and Custodial Services (ECS).

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

Minimum requirements:

- A 3-year degree (NQF Level 7) either in a Commercial, Operations, Facilities Management or related field
- 4 years' relevant work experience across all levels of seniority and responsibility **PLUS** at least 2 years' experience in a management 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.
- A valid driver's licence.

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 ECS strategy
- **Operations management** - Provide support to the Director regarding operational matters and protocol.
- **Resource management: Finance and Budget** - Prepare and manage the finances and budgets of the Business Services section
- **Monitoring, evaluation and reporting** - Perform data analysis and rationalisation
- **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 2019 annual cost of employment, including benefits, is between R471 495 and R554 699

To apply, please e-mail the below documents in a **single pdf file** to Ms Vathiswa Mbangi at recruitment05@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.

Telephone: 021 650 3003

Website: www.uct.ac.za

Reference number: E19473

Closing date: 10 January 2020

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/main/explore-uct/ee>.

UCT reserves the right not to appoint.