



## SENIOR MANAGER: POSTGRADUATE CENTRE AND FUNDING OFFICE (Payclass 12)

### Postgraduate Funding Office RESEARCH OFFICE

We seek to appoint a senior manager to lead the team that manages the complete spectrum of funding available to postgraduate students and postdoctoral research fellows at the University of Cape Town. Through management of the Postgraduate Centre and Funding Office staff, the incumbent is responsible for the effective promotion, management and disbursement of funding as per UCT or funder policies and procedures. The incumbent interacts across key departments at UCT associated with the postgraduate student lifecycle (including faculties, departments, ICTS, systems support and development, student admissions, housing, undergraduate financial aid etc.). The incumbent is responsible for fostering excellent relations with external partners, such as donors, government and funders including the National Research Foundation (NRF).

The Postgraduate Centre and Funding Office is a cluster within the Research Office and is a service-provision area accountable to the Executive Director, Research. At present there are approximately 11 000 registered postgraduate students and postdoctoral fellows at the University, many of whom receive funding awards administered by the Office. These funds are sourced from a great variety of sources including the University's general operating budget, supervisor and research grants, donations, income from investments, the NRF, other State entities, and awards from external sponsors.

#### Requirements for the post include:

- Honours degree or Postgraduate Diploma (at NQF8 level) and 8 years relevant senior management experience in a university higher education environment or science council or funding agency **OR** a Masters degree and 5 years relevant senior management experience in a university higher education environment or science council or funding agency;
- A demonstrable ability to manage business processes, workflows and systems in a demanding environment;
- A demonstrable ability to contribute to the postgraduate and postdoctoral enterprise through skilled relationship building;
- The ability to interpret and implement legislation, regulations, policies and guidelines decisively;
- An ability to interact with individuals from a wide range of professional and non-professional backgrounds, including internal (to UCT) and external clients;
- A commitment to the provision of excellent service to all stakeholders focused on students, while operating in a cross-cultural environment;
- Evidence of proficiency in financial management;
- Ability to work under pressure and according to externally-driven deadlines;
- A team player with demonstrable leadership, influencing and negotiation skills; and
- A proven communicator, demonstrating excellent oral and written communication and presentation skills.

#### Responsibilities of the post include:

- Leadership in managing postgraduate and postdoctoral funding;
- Effective external stakeholder relationship management and donor stewardship;
- Effective internal stakeholder relationship management and effective communication, including with supervisors, postgraduate students and postdoctoral fellows;
- Ensuring optimal usage and integration of electronic research information systems;
- Line management of full-time and ad hoc staff; and
- Managing budgets and ensuring effective financial control of disbursements, expenditure, and reporting.

The annual cost of employment for 2018, including benefits, was between R737, 101 to R867, 177 2018 (the cost of employment for 2019 is still under review).

Any questions of clarity about this post can be referred to Prof Peter Meissner ([Peter.Meissner@uct.ac.za](mailto:Peter.Meissner@uct.ac.za)).

**To apply**, please e-mail the below documents in a **single pdf file** to Ms Tracy Moore at [recruitment04@uct.ac.za](mailto:recruitment04@uct.ac.za):

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Detailed motivation for your application, 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 competency and psychometric tests.

**Telephone:** 021 650 5405  
**Reference number:** E19144

**Website:** <http://www.research.uct.ac.za/>  
**Closing date:** 4 March 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 (African, Coloured & Indian) South African candidates.*

UCT reserves the right not to appoint.