



## UNIVERSITIES SOUTH AFRICA

*Universities South Africa is a national association that represents the interests of the South African public universities through its key roles of advocacy, strategic research and sector support services. Universities South Africa also encourages cooperation among universities and among partners with whom it shares interests. Universities South Africa is based in Pretoria. As a non-profit organisation, Universities South Africa is funded through membership fees and revenues from contract management services and donor agencies. Applications are invited for the Senior Manager: Higher Education Leadership and Management (HELM).*

### **SENIOR MANAGER: HELM**

#### **FIXED-TERM APPOINTMENT FOR 2 YEARS AND 9 MONTHS**

Remuneration package: All-inclusive market-related salary package

The Higher Education Leadership and Management (HELM) programme focuses on identifying and responding to the leadership and management development needs in the higher education sector. HELM's mission is to explore and create relevant and cutting-edge solutions that build organisational and individual capacity needs in universities. The purpose of the Senior Manager's position is to lead the operations, management and administration for the HELM programme.

**Requirements:**

- A relevant Master's degree or equivalent qualification
- Minimum of 5 years of senior management experience, preferably in a higher education or training and development environment
- Significant experience of project and programme management
- Advanced level of written and verbal communication skills
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat
- Experience of working with project management, database and survey software
- Experience and interest in internal and external communications and partnership development
- Advanced organizational skills that reflect ability to plan, perform and prioritize multiple tasks seamlessly with excellent attention to detail and deadlines in a fast paced environment
- Very strong interpersonal skills and the ability to build relationships with stakeholders, staff, members of USAf's governance and operational structures, external partners and donors
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to exercise discretion in dealing with confidential or sensitive matters
- Demonstrated high level of customer/client service and response
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- A valid driver's license.

**Key Responsibility Areas include but are not limited to: HELM strategy and operations plan** - Implement and manage the various components of the HELM programme business plan and operations model. Develop and implement operational plans, activity schedules and monitoring and evaluation processes and tools for HELM. Manage the HELM learning management system and reporting requirements. Manage appointments, payments and contracts of individuals and organisations responsible for the design and delivery of HELM. **Partnerships and relationship management** - Manage and maintain database of local, regional and international networks of key role-players, stakeholders and funders in government and the private sector. Prepare and manage programme collaboration agreements with local, regional and international partners. Manage and record engagements with USAf governance structures, strategy groups, communities of practice and other role-players. **Advocacy and Communications** - Create, manage and maintain HELM customer relationship database. Manage all communications with participants, internal and external stakeholders and role-players. Manage HELM website and social media communication platforms. **Resource management and reporting** - Manage budgets, procurement, payments and financial management reports for governance structures and funders. Manage programme support staff in terms of operations, administration and reporting. Manage programme governance and decision-making structures planning, reporting and administrative support.

Interested candidates should submit a letter of motivation and CV with the names and contact details of at least three traceable referees by close of business on **Friday, 5 March 2021** to the HR Officer, Pearl Mokwena at email address: **recruitment@usaf.ac.za**.

Correspondence will only be entered into with shortlisted candidates. If you have not been contacted within 30 days after the closing date, please consider your application as unsuccessful. People from designated groups, including those with disabilities, are encouraged to apply.

Universities South Africa reserves the right not to make an appointment.

**END**