



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: Student Success.

SENIOR MANAGER: STUDENT SUCCESS THREE-YEAR FIXED-TERM APPOINTMENT

Remuneration package: All-inclusive market-related salary package

The Student Success Collaborative Forum seeks to enhance equity by centralising student success across the higher education system through collaboration of all stakeholders. The project aims to draw together public higher education institutions, scholarship and bursary providers, business, government, non-profit organisations and civil society organisations which focus on promoting student success in South Africa. The Senior Manager will contribute to the conceptualisation of specific SSCF projects, securing funding, leading and supporting their implementation, including the monitoring and evaluation frameworks of these projects.

Requirements: • A relevant Master's degree or equivalent qualification • Minimum of 5 years of senior management experience, preferably in a higher education environment • Significant experience of project and programme funding and 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 surveys software • Experience and interest in internal and external communications and partnership development • Advanced organisational skills that reflect ability to plan, perform and prioritise 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, USAf 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: **(i) Advocacy** - Develop, implement and monitor the various components of the SSCF's advocacy requirements, Establish and maintain local networks of key role-players, stakeholders and funders in government and the private sector, Establish and maintain local networks of key role-players, stakeholders and funders in government and the private sector, Act as an advisor to the USAf senior management team on student success requirements, challenges and opportunities in the sector. **(ii) Finance and Capacitation** - Develop and promote sector-wide optimal and sustainable financing approaches and opportunities for students. Develop and advance the requirements for building student success infrastructure at sectoral and institutional levels. Examine, develop and enable appropriate levels of human capacity at HEIs to implement high impact activities and practices at scale. **(iii) Partnership and relationship management** - Conceptualise, develop, implement and monitor SSCF partner strategy and operational plan, Identify, establish and maintain local, regional and international collaborations and partnerships for the advancement of the SSCF, Develop, implement and manage SSCF project plans and funding requirements with financing agencies in the public and private sector, Engage with the USAf governance structures, strategy groups, communities of practice and other role-players on the SSCF. **(iv) Research and policy development** - Commission and share evidence-based research at institutional and sectoral levels, Lead and manage policy development and alignment on student success in the sector. **(v) Resource management and governance** - Manage financial planning, budgets and financial management reports, Manage the programme human resources in terms of planning, performance management and reporting, Manage programme governance and decision-making structures and provide administrative support.

Interested candidates should submit a letter of motivation and CV with the names and contact details of at least three contactable 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.

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