

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

All eligible permanent members of staff are invited to apply for this position.

RE-ADVERTISEMENT
EXPRESSION OF INTEREST – ACTING OPPORTUNITY
UKZN FOUNDATION
OPERATIONS MANAGER
(PEROMNES GRADE 7)
REF. NO. – UKZNF01-2023
HOWARD COLLEGE

An opportunity has arisen in the Foundation for an employee to act in the position of Operations Manager for a period of 6 (six) months or until the post is filled, while the recruitment process continues.

According to the Policy “Redeployment, Secondment, Transfer and Acting Appointment” – the employee should meet most if not all requirements.

This position supports the Executive Director in running the Foundation and in particular manages the operations of the Foundation and the marketing and communications of the Foundation's activities. The Operations Manager is responsible for leading the administrative support staff to ensure the delivery of an efficient and excellent service to the fundraising team, the Executive Director and the Board of Trustees. The Operations Manager is responsible for implementing the operational aspects of the Foundation strategy and monitoring the achievement of strategic targets. He/she will provide a secretarial service to the Board of Trustees. The Operations Manager will manage the marketing and communications of the Foundation which includes among others: managing the website and social media platforms, writing content, compiling and editing of the Foundation newsletter Annual Report, and development and archiving of marketing materials and campaigns.

The successful candidate's primary functions will be as follows:

- managing the daily operations of the Foundation (including finances, procurement and safety);
- managing a small team;
- updating/creating marketing and communication materials and campaigns;
- producing the Foundation newsletters and Annual Report
- project managing events run by the Foundation.

Minimum Requirements

- A relevant Masters' Degree
- Eight years relevant management and/or project management experience
- Knowledge of UKZN financial management and procurement systems

- Experience in proposal writing
- Ability to write and express complex concepts clearly
- Content generation ability and experience

Interested employees should send an expression of interest and attach CV, explaining how they meet the minimum requirements sufficiently to perform adequately in the role – to Cynthia Mbuli (Mbulic@ukzn.ac.za) 031 260 3378, by no later than Friday, 24 February 2023.

Kindly note that the University of KwaZulu-Natal (“the University”) is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 “POPIA”) submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University’s recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.

