**RE-ADVERTISEMENT**

**EXPRESSION OF INTEREST – ACTING OPPORTUNITY**

**UKZN FOUNDATION**

**OPERATIONS MANAGER**

**(PEROMNES GRADE 6)**

**HOWARD COLLEGE**

An opportunity has arisen in the Foundation for an employee to act in the position of Operations Manager for a period of 3 (three) 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. 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 communications of the Foundation which includes among others: managing the website and social media platforms, compiling and editing of the Foundation newsletter and development and archiving of marketing materials.

The successful candidate’s primary functions will be four-fold:

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

**Minimum Requirements**

* A relevant Masters’ Degree
* Six years relevant management and/or project management experience
* Experience in proposal writing and/or fund raising
* Knowledge of UKZN financial management and procurement systems
* Knowledge of and ability to work within relevant legislative frameworks
* Ability to write and express complex concepts clearly

**Interested employees should send an expression of interest, explaining how they meet the minimum requirements sufficiently to perform adequately in the role – to Cynthia Mbuli (**[**Mbulic@ukzn.ac.za**](mailto:Mbulic@ukzn.ac.za)**) 031 260 3378, by no later than Friday, 13th March 2020.**