



NOTES

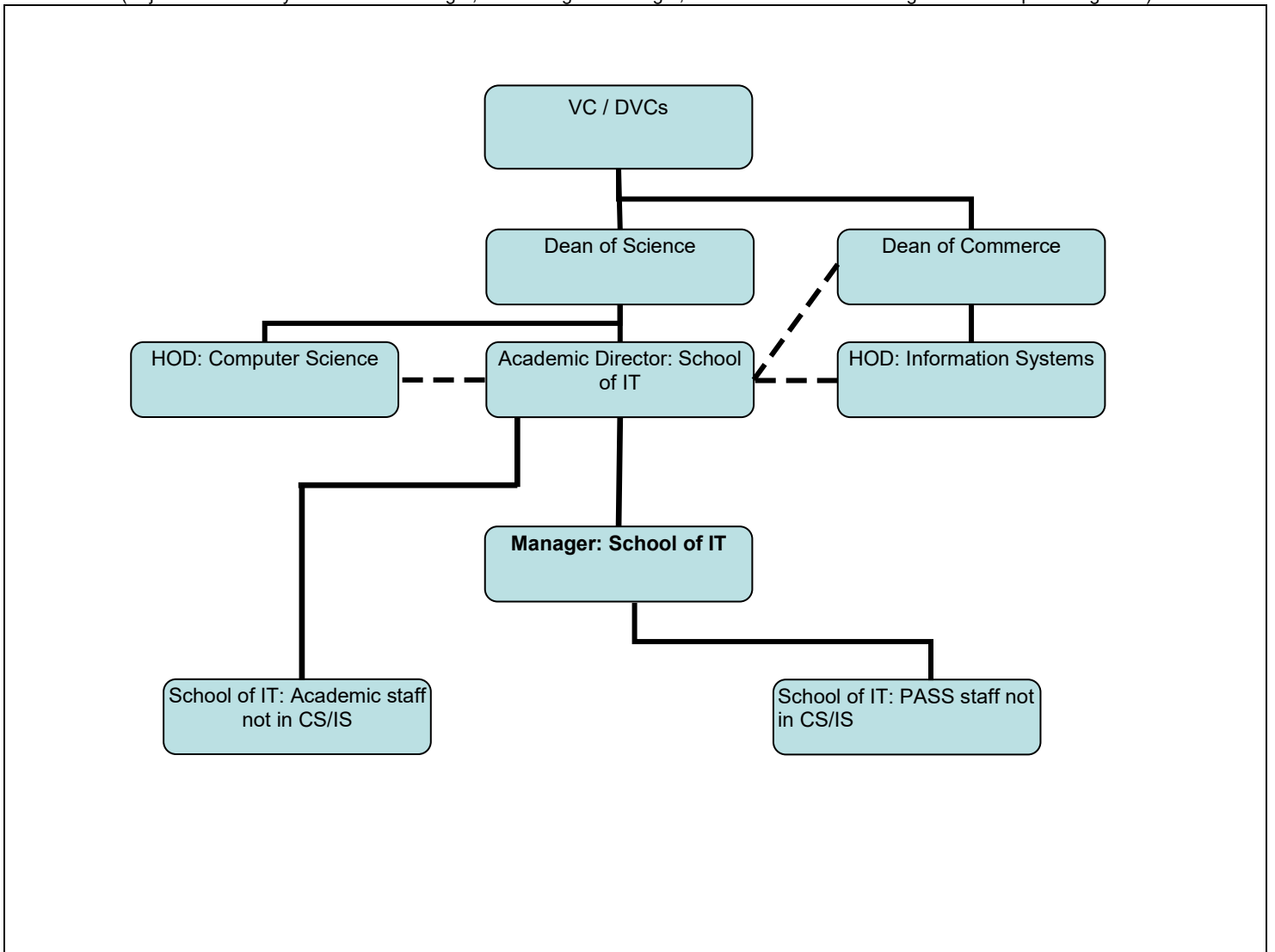
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Manager		
Job title (HR Business Partner to provide)	Manager: School of IT		
Position grade (if known)	PC11 / PC12 (TBC)	Date last graded (if known)	Not yet graded
Academic faculty / PASS department	Faculty of Science (in conjunction with Faculty of Commerce)		
Academic department / PASS unit	School of Information Technology		
Division / section			
Date of compilation	08/08/2024		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The manager of the School of IT provides effective Operations Management, Strategic Planning Support, Administration, Financial Oversight, Fundraising, Marketing and Human Resource and Stakeholder Engagement for SIT.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Operations and Strategic Management	35%	<p>Operations Management:</p> <ul style="list-style-type: none"> Develop and implement operational strategies for SIT and its projects In consultation with the Academic Director, articulate SIT's medium- and long-term objectives and, where necessary, re-design SIT's operational systems to support the achievement of these objectives Continuously evaluate operational performance, question fundamental assumptions, and provide valuable insights to the Academic Director Conducts regular Operational planning meetings (Academic Director + all HODs) Conduct regular consultative meetings with SIT staff Take charge of significant innovation initiatives, such as establishing partnerships with potential funders for the SIT <p>Strategic Management</p> <ul style="list-style-type: none"> In collaboration with the Academic Director, create a clear and concise long-term strategy and objectives for the SIT and ensure their successful implementation In collaboration with the Academic Director, devise strategic plans that align with the SIT's mission and objectives and oversee their implementation. In collaboration with the Academic Director, formulate and execute strategic initiatives aligned with SIT's long-term financial sustainability goals. Conducts regular Strategic planning meetings (Academic Director + all HODs + relevant staff) Serve as SIT's liaison with external parties (government, industry, NGOs, schools, etc.) and internal parties (Office of the VC, Research Office, Careers Office, etc.) Identify and pursue opportunities for fundraising and revenue generation Take the lead in non-academic focus areas, aiming to attract new funders and ensure the SIT's sustained competitiveness Creation and management of the SIT Advisory Board 	<p>Operations Management:</p> <ul style="list-style-type: none"> Effective operational strategies are designed and implemented to support SIT's objectives. Clearly defined medium- and long-term objectives for SIT and redesigned operational systems (if required). Ongoing assessment and reports on operational performance, including challenging underlying assumptions Effective consultation, communication and collaboration with SIT staff and HODs. Regular management committee meetings <p>Strategic Management</p> <ul style="list-style-type: none"> Strategic initiatives formulated and executed to ensure SIT's long-term financial sustainability. Leadership and successful execution of innovation-related initiatives, including the establishment of partnerships with prospective funders. Clear and concise long-term strategy and objectives developed and successfully implemented for SIT. Strategic plans formulated and implemented, in alignment with the SIT's mission and objectives. Identified opportunities for fundraising and revenue generation pursued and capitalised on. Strategic guidance provided to the unit, ensuring alignment of actions and decisions with its objectives and mission Leadership in non-academic focus areas resulting in the attraction of new funders and sustained competitiveness School is represented internally/externally wherever necessary Effective advisory board for School of IT

2	Financial Management & Fundraising	35%	<p>SIT Project Finances <i>*One example of a SIT project could be the SIT Showcase</i></p> <ul style="list-style-type: none"> • Prepare project budgets in consultation with SIT staff • Monitor and analyse SIT projects finances to allow early intervention on budgetary issues • Prepare accurate and timely financial reports for SIT projects • Liaise with relevant stakeholders regarding the financial status of SIT project funds. • Present project financial reports to the Academic Director highlighting activity in the projects, specifically relating to financial health and risk. <p>Fundraising</p> <ul style="list-style-type: none"> • Plan and execute fundraising strategies to secure resources for SIT's long-term sustainability. • Research and identify potential funders whose values and objectives align with SIT's mission • Create compelling fundraising proposals that highlight the value and potential impact of SIT's projects • Create comprehensive action plans that outline specific tasks and timelines for developing concept notes, pitch decks, financials, and value propositions for fundraising 	<p>SIT Project Finances</p> <ul style="list-style-type: none"> • SIT projects are effectively monitored for financially sustainability and financial risk to SIT are mitigated. • Timely project financial reporting to Academic Director • Professional engagement with international and local stakeholders and funders <p>Fundraising</p> <ul style="list-style-type: none"> • Successfully secure funding to support the unit's operations and initiatives. • Compile a comprehensive list of at least 25 potential funders with detailed profiles and contact information • Create well-crafted fundraising proposals annually, including clear project descriptions, goals, budgets, and impact metrics. • Produce market trend reports quarterly, highlighting relevant opportunities and potential partnerships for fundraising • Create comprehensive action plans for multiple fundraising campaigns annually, including clear timelines, milestones, and assigned responsibilities.
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3	Human Resource Management	5%	<ul style="list-style-type: none"> • Evaluate PASS staffing needs for SIT and advocating for staff adjustments. • Line manager for PASS staff who are not in one of the affiliated departments • Line manager for temporary and contract staff (e.g., consultants, Web designers) • Manage the recruitment, and professional growth of SIT Pass staff. 	<ul style="list-style-type: none"> • Recruitment needs assessment report with recommended staff adjustments and a clear hiring plan • Effective management of all PASS staff supervised • Identified professional development opportunities, documented training plans, and improved skills and competencies of team members
3	Marketing	25%	<ul style="list-style-type: none"> • Organising School of IT presence at UCT and external events (e.g., annual UCT Open Day) • Organising School of IT research/marketing events (e.g., Annual Showcase, awards ceremonies) • Managing School of IT website and social media 	<ul style="list-style-type: none"> • Effective presence at all events • Appropriate marketing of School of IT • Website and social media that are functional and up to date

MINIMUM REQUIREMENTS

Minimum qualifications	NQF8 Qualification or equivalent in an IT-related field Drivers License			
Minimum experience (type and years)	Minimum of 5 years relevant work experience, which includes: <ul style="list-style-type: none"> • Experience in managing donors/stakeholder relationships • Proven experience in financial management of large budgets; including reporting, budget creation and financial systems • Strong organizational, planning skills • Experience with multiple projects, stakeholders, and funders • Experience managing a team. • Excellent verbal and written communication skills coupled with sound interpersonal skills. • Proven computer literacy in the use of MS Office, with a focus on budget and financial modelling using MS Excel at an advanced level. • Possess a high level of honesty and integrity in handling cash and finances • Experience managing a team • Experience with working with raising capital • Experience in fundraising from public or private sector • Experience in a leadership position 			
Skills	<ul style="list-style-type: none"> • Project management • Stakeholder engagement • Operations management • Problem solving and critical thinking. • Financial planning, Analysis and Reporting • Advanced Level Excel • Managing teams and resources • HR management • Strategic planning • Proposal Writing • Presentation Skills • Excellent communication skills and ability to interact with people at all levels 			
Knowledge				
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical Thinking/Problem Solving	3	Initiating Action/Initiative	3
	Building Interpersonal Relationships	3	People Management	3
	Communication	3	Planning and Organizing/Work Management	3
	Decision Making	3	Results focus	3
	Strategic Leadership	3	Resource Management	3
	Facilitating Change	3	University Awareness	3

SCOPE OF RESPONSIBILITY

Functions responsible for	School of IT: Operational management /Financial management and Fundraising/ Administration / Human Resource Management/ Strategic Planning Support / Marketing / Decision-making / Stakeholder engagement / Strategic planning
Amount and kind of supervision received	Minimum supervision in terms of operational decisions that affect the SIT. Works with SIT Academic Director regarding strategic decisions.
Amount and kind of supervision exercised	Direct line manager to SIT PASS Staff. Coordinates and manages the operational needs of SIT
Decisions which can be made	Overall operational decisions for SIT

Decisions which must be referred	Strategic Decisions require the approval/consultation with the SIT academic Director.
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CONTACTS AND RELATIONSHIPS

Internal to UCT	<ul style="list-style-type: none"> • Commerce Faculty Office (The Dean and the Finance department) • Science Faculty (The Dean and the Finance Department) • HOD: Information Systems • HOD: Computer Science • Information Systems: Departmental Manager • Computer Science: Departmental Manager • All Finance related departments, (Treasury, Procurement and Payment), • HR departments
External to UCT	<ul style="list-style-type: none"> • Donors, external funders (local and international), funder liaisons (local and international) • Government officials • Auditors • Service providers