

The University of the Western Cape (UWC) has entered into a partnership with the Department of Higher Education and Training (DHET) to develop the University Governance Support Programme (UGS), as part of the University Capacity Development Programme. The programme is aimed at supporting and strengthening institutional governance at universities, focusing on councils and institutional forums. The first phase of the project will focus on research on higher education governance in the form of a needs assessment.

This phase is aimed at assisting the DHET in its efforts to reform and improve the higher education governance legislative and policy framework and will form the knowledge base for enhancing programme design and delivery that is responsive to key systemic issues affecting effective governance in higher education institutions.

The University is inviting applications from suitably qualified and experienced candidates to become part of this interesting project. The successful candidates will constitute the core project team, located in the Office of the Deputy Vice-Chancellor: Research and Innovation, and will report to a Steering Committee comprising stakeholders and experts in university governance.

The opportunities available are as follow:

Post	Duration of Contract	Requirements	Key Responsibilities
<b>Project Manager</b>	Part-time position for 18 months	<ul style="list-style-type: none"> <li>- A bachelor's degree on NQF level 7</li> <li>- A minimum of 3 years' experience in project management</li> <li>- Proven experience and ability to manage a high-level project</li> <li>- Experience in budget management</li> <li>- Good report writing skills</li> <li>- Computer skills including, but not limited to, Microsoft Word, Excel and PowerPoint</li> <li>- Ability to work as part of a team and independently</li> <li>- Ability to work under pressure and meet deadlines</li> </ul>	<p>The key duties and responsibilities of the project manager will include:</p> <ul style="list-style-type: none"> <li>Developing a project plan</li> <li>Creating and maintaining project documentation</li> <li>Relevant managerial duties (administrative, financial and reporting), and</li> <li>Liaising with all stakeholders.</li> </ul>
<b>Project Researcher</b>	Part-time position for 18 months	<ul style="list-style-type: none"> <li>- PhD degree by research and an advantage would be if the research conducted is in the higher education sector</li> <li>- Credible and relevant knowledge of the South African higher education system, governance and leadership development</li> </ul>	<p>The key roles and responsibilities are to design and conduct a situational analysis /needs assessment, design an interviewer guide aimed at key stakeholders, find relevant literature to support the proposed methodology and develop a needs-based implementation plan for the UGS Programme. The researcher will be expected to develop the methodology and research tools for the</p>

		<ul style="list-style-type: none"> <li>- Good understanding of the higher education policy and legislative frameworks</li> <li>- Five years' demonstrable experience with the conceptualisation of research projects</li> <li>- Knowledge in qualitative and quantitative methodologies</li> <li>- Experience in managing teams</li> <li>- Proof of recent experience in delivering projects - include project detail and contact details of contracting entity/client</li> <li>- Good report writing skills</li> </ul>	<p>project with input from the steering committee. The researcher must ensure that the project is carried out ethically and is scientifically sound. In terms of the deliverables, the project aims to produce a report presenting the research work undertaken and the findings thereof; and an advisory submission on the needs-based support strategy that will ensure the effective implementation of the Programme. Together with the project manager the researcher will ensure that project deadlines are adhered to.</p>
<b>Project Administrator</b>	Full time contract position for 18 months	<ul style="list-style-type: none"> <li>- Senior Certificate and 3 year relevant Diploma or an equivalent qualification.</li> <li>- 3-5 years' administration experience</li> <li>- Experience in the higher education environment</li> <li>- Proficiency in Microsoft office</li> <li>- Financial and procurement skills</li> <li>- Report writing skills</li> </ul>	<p>The key roles and responsibilities, among others, include coordinating project activities as delegated by the project manager, co-ordinating project governance activities relating to meetings, assisting the project manager in monitoring activities of the project relating to finances and deliverables.</p>

**For more information regarding the posts, please contact Dr T Sokupa: Head of Projects at  
Tel: +27 21 959 3353 / e-mail: [tsokupa@uwc.ac.za](mailto:tsokupa@uwc.ac.za)**

**Application Instructions:**

- **Contact person is** Mr Mahlubandile Mafata /Mr Lonwabo Sikilongo at telephone +27 21 959 2992/3756.
- In your application you are encouraged to highlight your strengths and include what you feel may be pertinent to the position.
- Follow our online application process at [www.uwc.ac.za](http://www.uwc.ac.za) or via our link at <https://uwc.hua.hrsmart.com/hr/ats/JobSearch/viewAll>.
- Please include your covering letter and detailed CV with your online profile.
- **Applications should be submitted by : 19 July 2020**