**CALL FOR EXPRESSION OF INTEREST**

**ACTING SCHOOL OPERATIONS MANAGER**

**SCHOOL OF APPLIED HUMAN SCIENCES**

The School of Applied Human Sciences within the College of Humanities has an opportunity for an acting appointment entitled: **SCHOOL OPERATIONS MANAGER** to assist the Dean and Head of School. Working closely with the Dean, the successful incumbent will provide assistance in numerous school operations activities.

An acting position of this nature provides an ideal opportunity for qualifying professionals to gain experience within the filed of operational support and implementation of strategic governance within School structures. The incumbent will assist in implementing the operations of the School agenda and Strategic plan in line with the directives from the Dean and School Management Committee (SMC). This includes day-to-day support in student administration, infustructure development, administration and academic staff support, and implementation of university policies, procedures and guidelines governing these areas.

The incumbent will report to the Dean and Head of School. Candidates interested in being considered for the opportunity to act in this capacity for a period of **Three months**, are invited to send their CV and a brief covering motivation, indicating how they would see this as a development opportunity and/or what you could contribute to the portfolio. All expressions of interest are to be sent via email to Ms Letitia Naidoo (NaidooL9@ukzn.ac.za )

**The minimum Requirements for the position are:**

* Relevant honours degree or postgraduate diploma (or relevant professional qualification i.e. casa and at least 8 years relevant experience of which 3 years should include management/supervision experience.
* At least 2 (two) years cross-functional general management experience in the areas of budgeting, finance, people management, research management, procurement, corporate governance, and strategic leadership
* Relevant experience at in a research and/or tertiary institution of higher learning.
* Experience working with professional staff, students, and academics
* Experience in compilation of agendas, report writing, financial reports, minute taking, and drafting correspondence.
* Proficiency in MS Word, Microsoft Outlook and advanced MS Excel operation

For the acting appointments, the process to be followed is to solicit expressions of interest from potential qualified candidates. A small committee, chaired by the Dean, will then review all expressions of interests. A non-pensionable allowance will be paid for the duration of the acting appointment. Interested applicants should meet ALL of the minimum requirements as per the Acting Policy.

Ms Letitia Naidoo can be contacted on telephone x4255 for a copy of the job profile, if required.

**The closing date for receipt of expressions of interest is close of business Wednesday,27 January 2021.**