

**The University of KwaZulu-Natal 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.**

**COLLEGE OF LAW AND MANAGEMENT STUDIES  
GRADUATE SCHOOL OF BUSINESS & LEADERSHIP (GSB&L)  
MANAGER: EXECUTIVE EDUCATION (Grade 6)**

**WESTVILLE CAMPUS**

**REFERENCE NUMBER: UKZN\_000767**

The Graduate School of Business and Leadership (GSB&L) seeks to appoint a suitably qualified candidate to the position of Manager: Executive Education. The incumbent is responsible for leading the design, delivery, and growth of customized and open-enrollment programs at GSB&L, working closely with the Director of Business Engagement and Executive Education and academic faculty. The role ensures that programmes are market-relevant, high-quality, and responsive to client needs and trends, while also sourcing and coordinating faculty and overseeing operational teams. In addition, the manager line-manages business development and sales executives, promoting executive education and short courses, and is accountable for achieving programme revenue and growth targets in seamless coordination with professional services.

**Minimum Requirements:**

- A relevant Honors degree/Postgraduate Diploma (Business, Management, or related field).
- Eight (8) years' experience (of which at least three (3) years should be at a managerial level) in executive education, short course management, corporate training, or professional development programmes, with a proven record of designing, delivering, and managing high-impact learning initiatives for corporate and public-sector clients.
- Demonstrated expertise in sales, client engagement, and relationship management, with a proven ability to secure, service, and grow client accounts.
- Track record of contributing to revenue growth, supporting sales teams, and managing the financial performance of programmes.
- Experience in preparing tenders, bids, proposals, quotations, and programme costing, ensuring competitive pricing while maintaining profitability.

The job profile, which describes the leadership credentials and personal attributes for appointment, can be obtained from Ms Ngcobo at [Ngcobon24@ukzn.ac.za](mailto:Ngcobon24@ukzn.ac.za)

**The closing date for receipt of applications is Friday, 06 March 2026**

**Communication will be limited to shortlisted candidates.**

**The University subscribes to the Total Cost to Employer (TCE) Remuneration Model.**

**Appointment to this post will be made in accordance with the January 2018 Conditions of Service.**

**Applicants are required to complete the relevant application form (application form-SUPPORT), which is available on the Vacancies page of the University website at [www.ukzn.ac.za](http://www.ukzn.ac.za)**

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