

Co-ordinator (Grade 9): Postgraduate and Continuing Education

The Institute for Poverty, Land and Agrarian Studies (PLAAS) at the University of the Western Cape is seeking a Co-ordinator (Grade 9): Postgraduate and Continuing Education.

The Co-ordinator: Postgraduate and Continuing Education is responsible for all aspects of high-level project SARChI, Postgraduate and Short Course Management at PLAAS

Responsibilities:

The Co-ordinator: Postgraduate and Continuing Education will work under the supervision of the PLAAS Finance and Operations Manager to support the SARChI Chair and the Academic Co-ordinator in the administration of postgraduate education, blended teaching and learning, and Continuing ('short course') education related within PLAAS's SARChI, NELGA and related projects. Their responsibilities will include:

Management and administrative support of postgraduate teaching and CE training

- Responsible for the administration of PLAAS and SARChI postgraduate programmes
- Project manages the administration of NELGA and other short course programmes
- Responsible for the marketing and recruitment drives of all academic and training programmes
- Responsible for all administrative functions of teaching blocks, research workshops, and training events
- Responsible for the academic administrative functions of marks administration, examinations, moderation, promotions, and graduations
- Responsible for submission of documents to all UWC committees (Higher Degree, Research, Academic Planning, Student Affairs)
- Responsible for the recruiting, supervision and nurturing of student assistants and junior support staff

Administration of Scholarships and Bursaries

- Responsible for advertising of and recruitment for scholarships,
- Responsible for administering the nomination and selection process of students
- Responsible for the management of student bursaries
- Responsible for the annual reporting of all PLAAS scholarships programmes.

Strategic development

- Participating in the development of strategic direction of postgraduate and training programmes
- Assisting in the development of funding proposals
- Assisting in the preparation of narrative and financial reports
- Assisting in the development of administrative systems to support postgraduate and short course training
- Assisting in the development and implementation of strategies and systems for effective blended teaching and learning

Communication and Reporting

- Assisting with the timeous finalisation of narrative and financial reports to external donors in line with contract requirements
- Working with project teams and the PLAAS communications officer to ensure the timeous and effective delivery of communications with project partners and the dissemination of project outputs

Requirements

- A postgraduate B Com Honours degree
- At least ten years' relevant experience in postgraduate administration
- Project management experience in short-course training at continental level
- Experience in online blended learning tools and applications to encourage interactive learning ecosystem
- Working within University system (MAS, SASI, iKamva)

Competencies

- Strong project management, interpersonal and organisational skills
- Excellent written and verbal communication skills in English
- Ability to work in a fast past environment, under pressure and within tight deadlines

To apply, please e-mail your cover letter and CV to Bahihah Mohamed at bmohamed@plaas.org.za.

Closing date: 13 August 2021