



NOTES

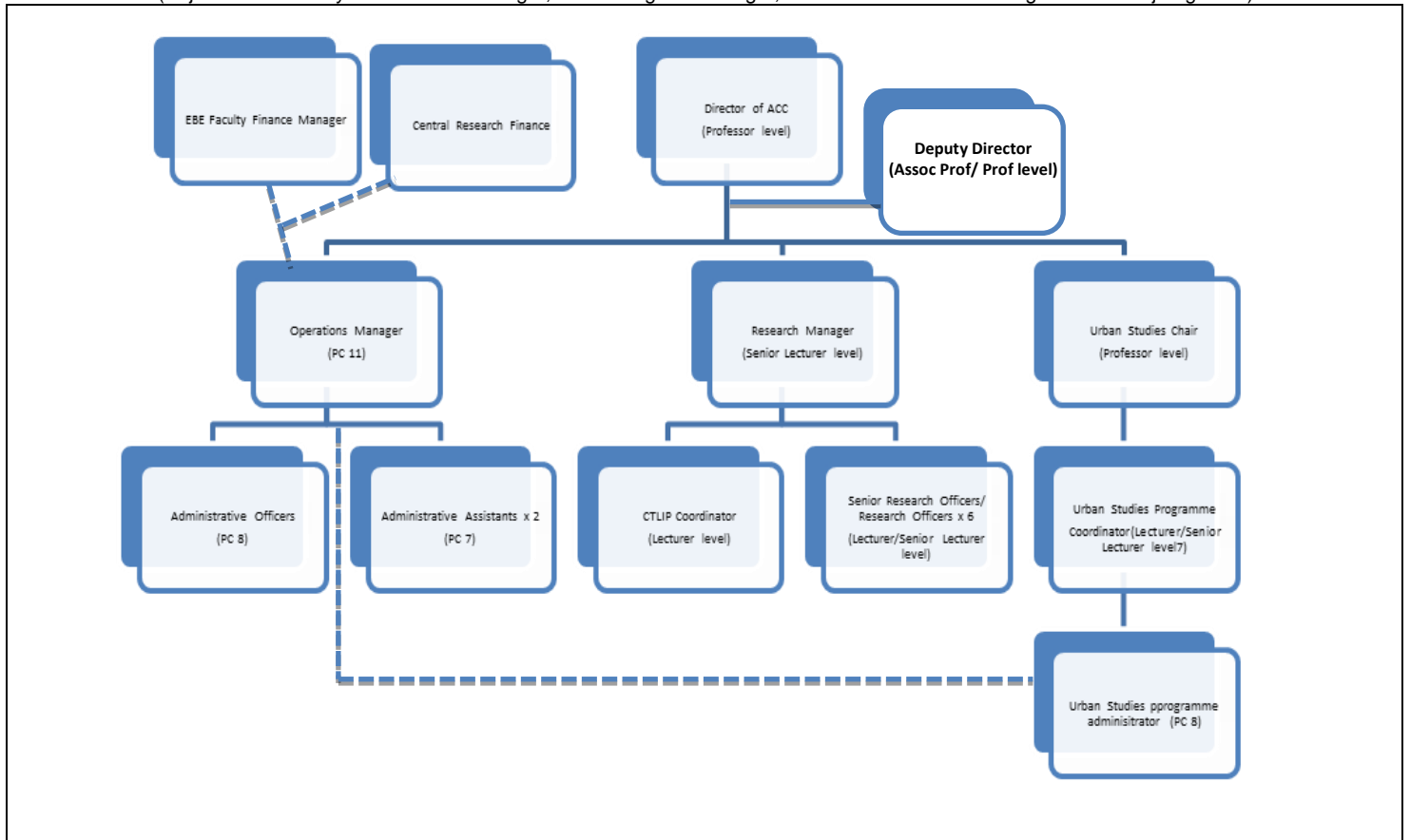
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

POSITION DETAILS

Position title	Deputy Director
Job title (HR Practitioner to provide)	Associate Professor/ Professor
Job grade (if known)	Associate Professor/ Professor
Academic faculty / PASS department	Engineering and the Built Environment
Academic department / PASS unit	Architecture, Planning and Geomatics
Division / section	African Centre for Cities
Date of compilation	August 2016

ORGANOGRAM

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



PURPOSE

The main purpose of this position is to assist the Director in the overall management of the African Centre for Cities (ACC) to ensure that the organisation can fulfil its academic mission, particularly through representing ACC within the University and in engagements with partners, funders and potential funders. A secondary purpose is academic leadership in at least one of the priority research areas of the ACC. The person in the position will be an accomplished researcher and experienced manager in an academic and/or applied research environment.

JOB CONTENT

Key performance areas (4 – 6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1	Assisting in overall management of ACC	40%	<ul style="list-style-type: none"> • Assist Director and Management Team in overall management of ACC, including serving as Acting Director when the Director is away. • Support the Director in ensuring academic leadership of all ACC projects, initiatives and events. • Represent ACC inside and outside the University at meetings and events. • Oversee the development and implementation of ACC's marketing and communication strategy. • Oversee staff development and mentoring. • Provide direct leadership and supervision on a select number of programmes as agreed to with the Director. • Manage relationship with honorary staff, adjunct staff, EXCO members, Advisory Board members and Principal Investigators (PIs) of ACC projects. 	<ul style="list-style-type: none"> • All ACC projects, initiatives and events have high academic quality. • ACC is effectively linked into all University processes. • ACC has an effective marketing and communication strategy. • ACC academic staff are supported to develop in their careers. • Honorary staff, adjunct staff, EXCO members, Advisory Board members and PIs are clear on their roles and contribute towards the mission of ACC.
2	Managing relationship with funders	15%	<ul style="list-style-type: none"> • Maintain relationships with existing and new funders. • Seek out new funding opportunities that fit in with ACC's long term fundraising strategy. • Ensure initiation and development of new funding proposals that contribute to ACC's mission and financial sustainability. 	<ul style="list-style-type: none"> • New funding is secured to enable ACC to achieve its mission in the long term.
3	Oversee organizational reporting	5%	<ul style="list-style-type: none"> • Ensure that various reporting systems, minutes and agendas are in place to ease the task of preparing periodic reports for various stakeholders: Exco, Advisory Board, Signature Theme (and faculties), Research Office, National Research Foundation, etc. • Undertake the preparation of annual and research reports for the Centre. 	<ul style="list-style-type: none"> • All necessary reporting is undertaken timeously and effectively.

4	Research	35%	<ul style="list-style-type: none"> • Drive the publications strategy of the ACC. • Conduct independent academic research on a topic related to the ambit of the ACC. • Publish, where possible, in ISI-listed and high-impact journals. 	<ul style="list-style-type: none"> • ACC has an effective publication strategy. • The Deputy Director undertakes research and publishes in a relevant field that advances ACC's mission.
5	Teaching	5%	<ul style="list-style-type: none"> • Occasional teaching and post-graduate supervision on ACC related postgraduate programmes based on academic expertise and interest 	<ul style="list-style-type: none"> • Effective teaching and supervision on ACC postgraduate programmes.

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> • A PhD in a relevant field (e.g. urban studies, human geography, urban planning).
Minimum experience (type and years)	<ul style="list-style-type: none"> • At least ten years of management experience in an academic and/or applied research environment. • A good publications record in a related field.

COMPETENCIES

Competence	Level	Competence	Level
Analytical thinking / Problem solving	3	Coaching/ developing others	3
Building interpersonal relationships	3	Creativity and innovation	3
Teamwork/ collaboration	3	Planning and organizing/ work management	3
Communication	3	University awareness	3

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Job Holder				
Line Manager				
HOD				