


HR191	POSITION DESCRIPTION	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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NOTES

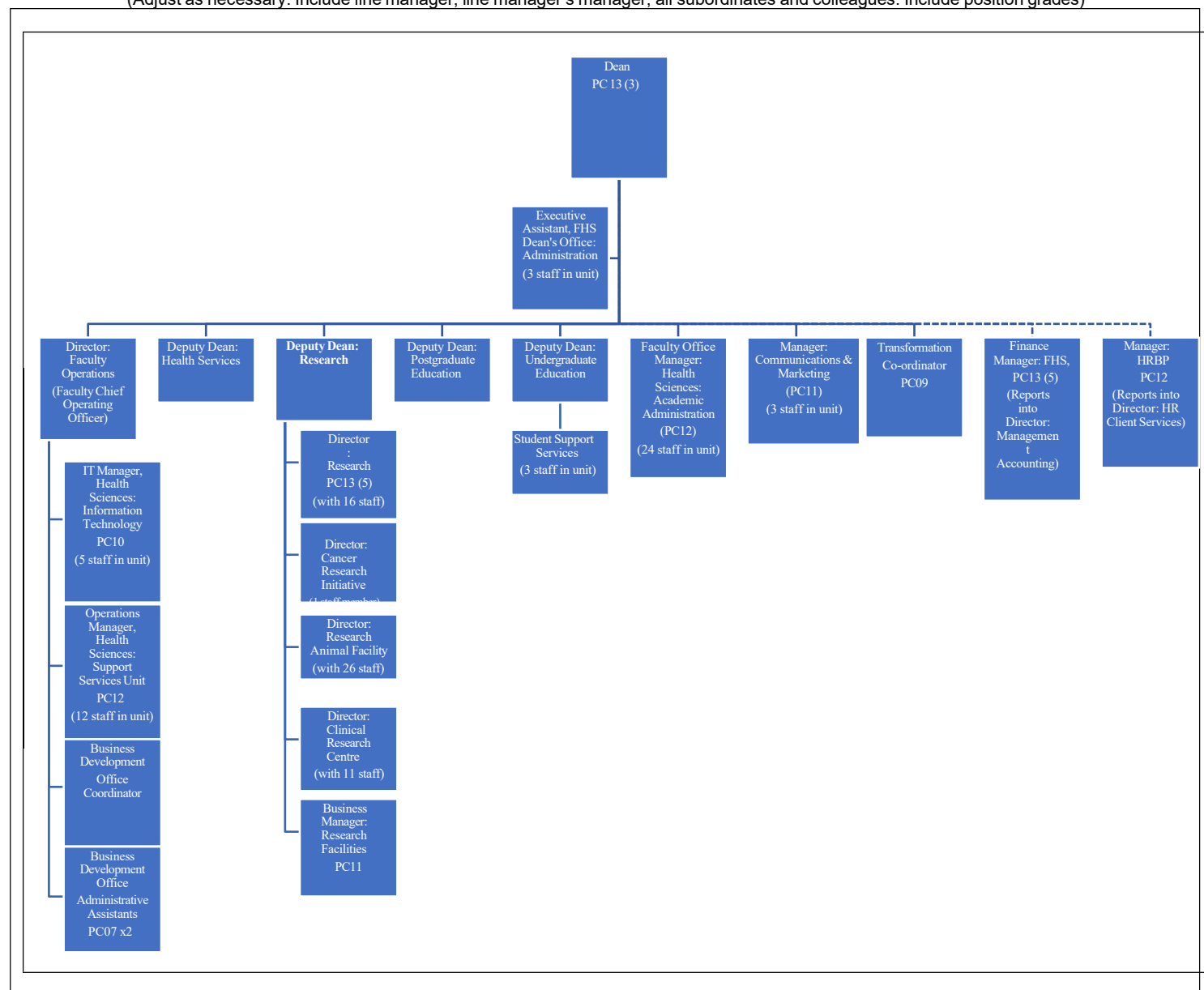
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Deputy Dean: Postgraduate Education		
Job title (HR Business Partner to provide)	Deputy Dean		
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit			
Division / section	Dean's Office		
Date of compilation	April 17, 2025		

ORGANOGRAM

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



PURPOSE

The primary objective of this position is to lead the postgraduate education strategy for the Faculty of Health Sciences (FHS) while offering executive oversight and support for all postgraduate activities within the faculty. The Deputy Dean of Postgraduate (PG) Education is tasked with the academic, research, and administrative management of all postgraduate programs. To accomplish these objectives, the Deputy Dean will closely collaborate with the Dean, the Deputy Dean of Undergraduate Education, the Deputy Dean of Health Services, the Deputy Dean of Research, and the Director of Faculty Operations. Additionally, the Deputy Dean will oversee accreditation and academic planning for postgraduate programs, including guiding curriculum development and transformation across all PG offerings. This role also involves collaboration with a PG Executive Committee and communication with related committees within this portfolio.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Develop, lead and manage the Faculty's Postgraduate Education strategy	25 %	<ul style="list-style-type: none"> Develop the postgraduate education strategy of the Faculty in alignment with University policy and strategies Lead and manage postgraduate education strategies and policies Provide academic oversight of the implementation of the postgraduate academic programmes of the Faculty according to Senate policy and rules and national regulatory bodies Provide guidance for inter-faculty postgraduate education/teaching initiatives Promote alignment of postgraduate programmes with the changing postgraduate landscape in alignment with Faculty strategy and national priorities Promote alignment of postgraduate programmes with service platform opportunities Facilitate opportunities for access to international postgraduate opportunities Promote the development of innovative educational responses to challenges in the African context Facilitate transformation in the postgraduate sector Oversee quality assurance and accreditation of all current and new postgraduate academic courses and programmes Reforming and strengthening the structure and capacity of the PG Administration in collab with the Faculty manager and the team Identification and development of funding resources to support PG student learning for a diverse body of students <p><u>Oversight of Curricula development and review</u></p> <ul style="list-style-type: none"> Oversee curriculum development and review Lead faculty engagements in debates about curriculum change through a decoloniality lens Promote the Primary Health Care approach in postgraduate education Promote interdisciplinary and inter-professional offerings in the faculty <p><u>Staff Development</u></p> <ul style="list-style-type: none"> Identify staff development areas for the administrative staff as well as academic, interactions and interventions as and when required. 	<ul style="list-style-type: none"> Consistent development, quality assurance and implementation of all postgraduate academic programmes. Cohesion between postgraduate programmes and service platform opportunities. Successful development and promotion of postgraduate education policies and strategies. Strong postgraduate education programmes for the faculty with clear graduate profiles and objectives

2	Lead and manage the Faculty's engagement with stakeholders involved in Postgraduate Education	20%	<ul style="list-style-type: none"> • Work in collaboration with the Deputy Dean (DD) for Health Services and Deputy Dean for Research to develop, promote and manage relationships with internal and external stakeholders including other Higher Education Institutions to foster collaboration in postgraduate education. • Advise the Dean on agreements/contracts with other institutions/organizations related to postgraduate education working in close collaboration with the DD:Health Services, DD: Research, Director Faculty Operations and the Contracts Office. 	<ul style="list-style-type: none"> • Creation of an enabling environment for the successful interaction between FHS, the broader university and the external partners involved in postgraduate education.
3	Develop postgraduate education capacity	20%	<ul style="list-style-type: none"> • Promote and encourage research projects involving postgraduate education • Ensure a representative demographic profile of the postgraduate student body with particular attention to admissions and throughput • Establish and oversee support structures and processes for postgraduate teaching and learning • Oversee the postgraduate development and capacity needs for Honours, Postgraduate Diploma, Coursework & Dissertation Master's, Professional Master's, Doctoral and Research Master's Programmes • Oversee postgraduate-supervisor grievance processes • Oversee postgraduate funding in the faculty aligned with university policy and processes, as well as issues related to postgraduate funding • Oversee the work of the Faculty Postgraduate Executive Committee and all its sub-committees • Oversight of assessment and examination processes for postgraduate education • Strategic oversight of Postgraduate Business Plan (new and renewal) in close consultation with the Director Faculty Operations and the Faculty Finance Manager • Improve availability of facilities for postgraduate students 	<ul style="list-style-type: none"> • Effective development of postgraduate education capacity
4	Dean's Designate: Postgraduate Affairs (operational guidance)	15%	<ul style="list-style-type: none"> • Operational direction to the Postgraduate Office and Academic Administration. Share the management of this area with the Dean. • Input into faculty level risk management relevant to postgraduate education together with Academic Administration Managers. • Advisory role to HoDs in terms of postgraduate education as required. • Member of all relevant University and Faculty Committees 	<ul style="list-style-type: none"> • Best practice is upheld, and risk mitigated. The reputation of the Faculty and University is promoted and enhanced internally and externally.

5	Administrative duties	10%	<ul style="list-style-type: none"> Facilitate the development and oversight of a transparent admissions process for all PG students Oversight of PG student progress Oversight of administration around teaching and research in relation to PG Education Oversight of PG student placement on the clinical platform, particularly registrars training towards a clinical specialist qualification Oversight on compliance with the Health Professions Council of South Africa with regards to registrar admissions and training Oversight of budgets for increased student numbers Oversight of Clinical Training Grant and Review 	<ul style="list-style-type: none"> Well administered PG Education Administration services.
6	Acting Dean (as required)	5%	<p>The Deputy Dean should be available to be formally appointed as Acting Dean (in rotation with the other Deputy Deans) during periods when the Dean is unavailable, on official Faculty or University business, and when taking leave e.g. for</p> <ul style="list-style-type: none"> Faculty Board Meetings Deanery Meetings Faculty functions and projects Deans Governance Committees 	
7	Strengthen and develop systems and strategies in the higher education environment.	5 %	<ul style="list-style-type: none"> Annual review and update of the strategic plan based on performance data and faculty needs Establishment of a formal framework for continuous monitoring and evaluation of all postgraduate programmes. Implementation or enhancement of digital tools for real-time tracking of postgraduate programme performance metrics Submission of annual programme performance and compliance reports to faculty 	<ul style="list-style-type: none"> A comprehensive, forward-looking postgraduate administration strategy Monitoring and evaluation framework with defined indicators

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> An appropriate doctoral degree or equivalent qualification 			
Minimum experience (type and years)	<ul style="list-style-type: none"> A proven leader with a minimum of 5 years' experience at management level. Demonstrated ability to successfully lead people in a values-based approach whilst being able to manage a complex array of internal and external stakeholder relationships. Demonstrated experience in graduating postgraduate students (up to PhD level). A proven track record and experience in curriculum matters and quality assurance. Understanding of and familiarity with the higher education and health sector environment. Demonstrable familiarity with the postgraduate funding landscape. A proven history of strengthening and developing systems and strategies in the higher education environment. Well-reasoned decision-making ability and outstanding skills in verbal and written communication. Demonstrated experience in advancing diversity, transformation and equity. Given the diversity of postgraduate qualifications in the Faculty the incumbent should have experience working in a multi-disciplinary environment. <ul style="list-style-type: none"> Advantages: Experience in managing student enrolment and promoting student throughput in minimum time. Experience in accreditation for professional programmes. 			
Skills	<ul style="list-style-type: none"> Has a successful record of leadership and teamwork within a university postgraduate environment Has the ability to mobilise and inspire others towards shared goals Demonstrates effective communication skills, negotiation skills, persuasive skills, good interpersonal skills, and well-reasoned decision-making ability Can think strategically and operationalise this thinking into plans and projects An individual who can operate confidently and sensitively across cultures and other divides. An individual who is approachable, flexible and change oriented. An individual with a high level of personal motivation, energy and enthusiasm. A resilient individual who is able to work effectively under pressure. Works well under pressure, can handle and delegate workload effectively. Demonstrate the capacity to perform across technical skills as well as social competencies Ability to build and foster relationships with fellow executive team members, board members, and key stakeholders Outstanding communicator, both written and orally Excellent interpersonal and public speaking skills Ability to lead by example and inspire confidence 			
Knowledge	<ul style="list-style-type: none"> Understanding of, and familiarity with the higher education environment, and familiarity with current thinking and trends in higher education both nationally and internationally, Deep understanding of the postgraduate imperatives in South Africa and across the continent Insight into, and familiarity with debates on decolonising curricula within the health sciences 			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	3	Strategic leadership	3
	Building interpersonal relationships	3	Conceptual thinking	3
	Coaching / Developing others	3	Meeting facilitation /leadership/participation	3
	Decision-making /Judgment	3	Impact/ Influence	3
	Negotiation	3	Managing conflict	3

SCOPE OF RESPONSIBILITY

Functions responsible for	
Amount and kind of supervision received	General direction / broad direction
Amount and kind of supervision exercised	Direct direction
Decisions which can be made	Interpretive, probabilistic decisions
Decisions which must be referred	Programming, long-term strategy, strategy execution decisions

Internal to UCT	<p>Staff / students (especially postgraduate students)</p> <p>Faculty Committees and Structures</p> <p>Faculty Board</p> <p>Dean's Management Committee</p> <p>Dean's Advisory Committee</p> <p>Faculty Promotion Committee</p> <p>Faculty Research Committee</p> <p>Faculty Transformation and Equity Committee</p> <p>Faculty Teaching and Learning Committee</p> <p>Faculty Accreditation Committee</p> <p>Faculty Postgraduate Committees:</p> <ul style="list-style-type: none"> • PG Education Committee (EXCO) • Masters and Doctoral Committee • Professional Masters Committee • Coursework Committee • Postgraduate Diploma Committee • Honours Committee • Postgraduate Support Committee • Postgraduate Funding Committee <p>The Deputy Dean is a member of other special committees and working groups, such as:</p> <ul style="list-style-type: none"> • International Student Working Group • Teaching Platform Committee <p>University Committees and Structures</p> <p>Senate</p> <p>University Teaching and Learning Committee *</p> <p>University Quality Assurance Committee *</p> <p>Programme Accreditation Committee *</p> <p>Doctoral Degrees Committee</p> <p>Board for Graduate Studies</p> <p>Postgraduate Studies Funding Committee</p> <p><i>*Currently being reviewed/restructured by incumbent DVC</i></p>
External to UCT	<p>Health Deans Forum</p> <p>Joint Standing Committee</p> <p>SACOMD (South African College of Medical Deans)</p>