

JOB DESCRIPTION

REFERENCE NUMBER:	AP1150
JOB TITLE:	Senior Director: Business Management (SD: BM)
LOCATION:	Tygerberg
BACKGROUND TO POSITION:	Stellenbosch University (SU) is a globally connected, research-intensive institution that attracts exceptional students, empowers talented staff, and fosters a world-class academic environment. They are deeply committed to enriching and transforming lives, locally, across Africa and around the globe. The Faculty of Medicine and Health Sciences is a leading academic environment dedicated to excellence in medicine, health sciences, education, research, clinical care and social impact. With fifteen departments and eighteen centres, bureaus and institutes, the Faculty is at the forefront of advancing healthcare and shaping the next generation of professionals. More information on the Faculty is available at: https://www.sun.ac.za/english/faculty/healthsciences The Senior Director: Business Management is a key leadership position reporting to the Dean. This role is responsible for the strategic and operational management of the Faculty, ensuring the delivery of efficient, high-quality services and functional support to staff, students, and stakeholders. If you are an experienced leader with a passion for innovation, transformation, and excellence in higher education and health sciences, and have a proven track record in managing complex organisations, we would love to hear from you. We invite applications from suitably qualified and experienced persons for this permanent position.

KEY PERFORMANCE AREAS:

Responsibilities:

- Developing and monitoring the implementation of the Faculty's environmental and annual action plans, with a strong focus on business management, while ensuring alignment with core areas of learning and teaching, research, clinical services, and social impact.

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- Strategic leadership, in collaboration with other Faculty portfolios, of all operational functions (including business management, grant management, finance, HR, ICTS, facilities management, marketing, and support services) to ensure integrated and sustainable operations.
- Leading and managing the Faculty's budgeting and financial operations.
- Designing, implementing, and monitoring operational and financial processes within the Faculty, ensuring efficiency and compliance across departments and divisions.
- Developing and implementing a comprehensive marketing and communication strategy that enhances the Faculty's competitiveness and reputation.

INHERENT CRITERIA:

Minimum Qualifications

- A relevant qualification at NQF 9 level or related professional equivalent, with a specialisation in finance, accounting, or business administration.

Minimum Experience

- At least ten years' progressive management, including a minimum of five years in a senior leadership role (preferably in an academic or healthcare-related context).
- Extensive senior-level experience in financial management within a large and complex organisation, with a proven ability to lead budgeting, forecasting, and financial control processes.
- Demonstrated expertise in integrating financial strategy with operational planning, as well as in business operations optimisation (including technology and digitisation), new business development, and facilities management.
- Proven track record of strategic leadership and operational excellence, with the ability to lead diverse teams towards achieving shared objectives.
- Possesses strong analytical acumen and has the ability to apply effective problem-solving strategies.

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- The ability to clearly communicate complex ideas and to collaborate successfully across teams.
- Demonstrates a visionary mindset with a strategic focus on achieving long-term goals.
- Demonstrated experience in values-based leadership and the ability to operate confidently and sensitively with respect to issues of diversity, transformation and equity.

APPLICATION REQUIREMENTS:

- A cover letter outlining how you meet the requirements for the role.
- A comprehensive Curriculum Vitae.
- A document outlining your experience and requirements to align with the Faculty and institutional strategy. (Maximum of 2000 words)
- Details regarding present occupation, remuneration package and citizenship.
- An indication of the earliest date on which duties can be assumed.
- Certified copies of certificates.
- Details of at least three referees.

PLEASE ENSURE THAT YOUR APPLICATION INCLUDES ALL OF THE DOCUMENTS LISTED ABOVE AS INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

To apply please forward your application quoting reference number **AP1150** to Genevieve Michel c/o carmen1150@talenting.co.za