Information Bulletin

Vacancy: School Administrative Manager (Peromnes 8)

*Listed on the Wits Vacancies Portal as **Administrative Manager** (job posting number **IRC108117**)*

To find the Wits Vacancies portal please go to: https://www.wits.ac.za/vacancies/

The **School of Business Sciences (SBS)** is one of six schools in the Faculty of Commerce, Law and Management at the University of the Witwatersrand, alongside the School of Accountancy, the School of Law, the School of Economics and Finance, Wits Business School, and the Wits School of Governance.

Located in South Africa's industrial heartland, the School of Business Sciences offers an active research environment and delivers undergraduate and postgraduate programmes in Information Systems, Marketing, Human Resources Management and Management, and Insurance and Risk Management, preparing graduates to *lead with expertise*. For further information, please visit our website at www.wits.ac.za/sbs/

SBS invites applications from suitably qualified candidates for the position of **School Administrative Manager**.

Main Purpose of the Post

The School Administrative Manager supports the Head of School in managing and coordinating the School academic, operational, and general administrative functions. The incumbent administers and operationalises the School Integrated Strategy and Plan, oversees administrative staff and operations, and ensures that academic administration, facilities, procurement, and compliance functions run effectively within institutional policies.

Key Responsibilities

- **Staff Leadership & HR Administration:** Direct line management and supervision of an administrative staff team; and school-level coordination of staff contracting cycles, leave tracking, and HR documentation governance.
- **Academic Administration Oversight:** Developing and managing the integrated School academic, marketing and operational calendar; supporting learning management systems; and curating and visualising student and academic data for decision-making.
- **Integrated Plan & Coordination:** Operationalising the School Integrated Plan as a standing control sheet, coordinating workload capacity data, curating and visualising school data for decision-making.
- **Risk, Reporting & Governance:** Compiling reports on maintaining the operational risk register, identifying digitisation and process optimisation opportunities, and compiling accreditation and review reports.
- **Facilities, Assets & Procurement:** Maintaining oversight of School facilities, ICT environment, asset registers, and procurement compliance in liaison with finance staff.

Minimum / Essential Requirements

- **Qualification:** A Bachelor degree or equivalent Diploma in a relevant field (NQF Level 6).
- **Experience:** Minimum of 5 years of work-related experience, including at least 3 years in a role with direct line management of administrative staff, and at least 2 years coordinating across multiple administrative functions in a complex institutional environment.
- **Core Competencies & Skills:** Solid knowledge of HR policies, procedures, and academic administration processes in higher education or a similar complex environment; working knowledge of budgeting, financial administration, and procurement compliance; strong proficiency in MS Office (especially Excel) and data presentation; proven leadership, organisational, problem-solving, and communication skills.

Desirable Requirements

- Experience with digital optimisation tools (e.g., Power Query or process automation).
- Experience coordinating quality assurance evaluations or accreditation processes in higher education.

How to Apply

Submit a cover letter, a detailed CV (with names, addresses, and contact details of three contactable referees), ID copy and certified copies of degrees/diplomas by registering your profile on the Wits i-Recruitment platform located at *https://www.wits.ac.za/vacancies/* and submitting your application.

Enquiries

Prof Anita Bosch, Head of School, School of Business Sciences, anita.bosch@wits.ac.za

Remuneration

A competitive salary package commensurate with Job Grade AD08 will be offered.

Closing Date

20 November 2026

The University is committed to employment equity. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the relevant employment equity plans and policies of the University. The University retains the right not to make an appointment and to verify all information provided by candidates.

Please note that correspondence will only be entered into with shortlisted candidates. The University reserves the right not to make an appointment or to re-advertise.