



**OPERATIONS MANAGER (P6)
YOUNG AFRICAN LEADERS INITIATIVE (YALI)**

**UNIVERSITY OF SOUTH AFRICA (UNISA)
GRADUATE SCHOOL OF BUSINESS LEADERSHIP (SBL)
MIDRAND CAMPUS**

(Ref: YALI/OPS Man /01/2024)

FIXED TERM APPOINTMENT
From date of appointment until 31 August 2025

The SBL seeks to appoint a suitably qualified and experienced candidate as the **Operations Manager (P6)** to be based in the YALI office.

Summary:

The Young African Leaders Initiative (YALI) is a United States Government effort to invest in the next generation of African leaders. The establishment of four YALI Regional Leadership Centers (RLCs) across Africa is a critical component of the initiative. There are four Regional Leadership Centres (Ghana, Kenya, Senegal, and South Africa). These Centers serve as regional hubs across the continent to encourage transformational learning and enhance leadership skills with an emphasis on three key areas: Business and Entrepreneurship Development; Civic Leadership; and Public Management and Governance.

The YALI Regional Leadership Centers are a project of the United States Agency for International Development (USAID). Each Regional Leadership Center is managed under a public/private partnership between USAID, local and international private sector partners.

Based at the UNISA Graduate School of Business Leadership (SBL) in Midrand, the incumbent will be responsible for YALI operations including administrative, procurement and logistics, finance, human resources, and IT activities. Furthermore, the incumbent will work with the Deputy Director to oversee compliance and adherence to donor regulations and procedures, including maintenance of internal control and accountability of resources for all operational issues.

The position reports to the Deputy Director: YALI RLC-SA

Even though the Covid-19 pandemic has fundamentally changed how we work, and how we support our students and communities, the SBL is reinventing itself to be at the forefront of shaping new business agendas by seeking value-adding ways in four research focus areas:

(1) Responsible Leadership in Practice; (2) Sustainable Livelihoods; (3) Intra-Africa Trade and Investment; and (4) Digital Transformation and Innovation.

Requirements

- Minimum of Honours Degree or BTech or Postgraduate Diploma or Advanced Diploma (i.e. in Business Administration, Youth Development or Project Management, or related field such as management, administration, finance, information technology or human resources);
- Five (5) years' experience in project or operations management, or a support function (e.g. finance, human resources, information technology in the public, private or civic sectors)
- Work experience with USAID will be an advantage, especially knowledge of the following:
 - ✓ USAID Financial Audit Guide for Foreign Organizations.
 - ✓ U.S. General Accepted Government Audit Standards (GAGAS).
 - ✓ International Standards on Auditing (ISA) issued by the International Organization of Supreme Audit Institutions (INTOSAI) for public-sector audits, in conjunction with GAGAS

KEY PERFORMANCE AREAS

- **Planning and Management**
- **Finance and Audit**
- **Procurement and Logistics**
- **Compliance and Risk**

A work-related assessment or psychometric assessment may be conducted

Closing Date : **23 February 2024**
Assumption of Duty : **As soon as possible**
Enquiries : **SBLHR@UNISA.AC.ZA**

HOW TO APPLY:

The completed prescribed application form must be accompanied by comprehensive curriculum vitae and certified copies (within the previous three months) of:

- all educational qualifications.
- identity document; and
- proof of the South African Qualifications Authority (SAQA) verification of foreign qualifications.
- The detailed advertisement together with the prescribed application form, can be found on the Unisa website (www.unisa.ac.za).

Applications must be submitted via an email which clearly indicates the Reference number of the Operations Manager position in the Subject as follows:

- **Ref: YALI/OPS Man/01/2024**
- **Applications should be emailed to SBLHR@UNISA.AC.ZA**
- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- The contact details of three contactable references must be provided, one of which must be from your present employer.
- UNISA is not obliged to fill an advertised position.
- Late, incomplete, and incorrect applications will not be considered.
- Appointments will be made in accordance with SBL's Employment Equity Plan and other applicable legislation.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months of the closing date of this advertisement, please accept that your application was not successful.