



UNIVERSITIES SOUTH AFRICA

Universities South Africa is a national association that represents the interests of the South African public universities through its key roles of advocacy, strategic research and sector support services. Universities South Africa also encourages cooperation among universities and among partners with whom it shares interests. Universities South Africa is based in Pretoria. As a non-profit organisation, Universities South Africa is funded through membership fees and revenues from contract management services and donor agencies.

*Applications are invited for the position of a **Senior Manager**: Student Affairs and Student Success*

SENIOR MANAGER: STUDENT AFFAIRS AND STUDENT SUCCESS FIXED-TERM APPOINTMENT (ONE-YEAR RENEWABLE CONTRACT)

Remuneration package: Market-related salary package

Universities South Africa (USAf), through its Higher Education Leadership and Management (HELM) programme, invites applications from suitably qualified and experienced individuals for the position of Senior Manager: Student Affairs and Student Success. This is an exciting opportunity for a dynamic higher education professional to contribute to the advancement of student development, student wellbeing, leadership, inclusion, transformation, and student success across South Africa's university sector.

Reporting to the Director: HELM, the Senior Manager: Student Affairs and Student Success will provide strategic leadership and oversight for HELM's student success portfolio. The successful candidate will lead the development, coordination, implementation, and evaluation of sector-wide programmes, research initiatives, professional development activities, partnerships, and thought leadership interventions aimed at strengthening student success across South African universities.

MINIMUM REQUIREMENTS: A relevant Master's degree in Higher Education, Education, Student Affairs, Psychology, Social Sciences, Public Management, Leadership, or a related field • A Doctoral qualification (PhD) will be a distinct advantage • A minimum of 2–5 years' relevant experience within the higher education sector • Demonstrated management-level experience within a university student affairs and/or student success environment • Proven experience in programme management, stakeholder engagement, and strategic leadership • Experience in student development, student wellbeing, student leadership, transformation, higher education policy, and/or student success initiatives • Experience working across multiple institutions or in sector-wide initiatives will be advantageous.

KNOWLEDGE AND COMPETENCIES: A strong understanding of the South African higher education landscape • Knowledge of contemporary student affairs and student success theories, practices, and policy frameworks • Strategic and conceptual thinking ability • Excellent communication, facilitation, and presentation skills • Strong project and programme management capability • Relationship-building and networking skills • Analytical, research, and report-writing expertise • Financial and administrative management competence • Strong

digital literacy, including proficiency in Microsoft Office applications and the use of digital tools for reporting, stakeholder engagement, project management, and student success monitoring.

KEY RESPONSIBILITIES (but not limited to): **Strategic Leadership and Programme Development** - Provide strategic leadership for HELM's student success portfolio; Conceptualise and manage national programmes, dialogues, seminars, workshops, leadership initiatives, and professional development interventions; Develop frameworks, guidelines, and sectoral initiatives that promote student success, wellbeing, inclusion, transformation, and holistic student development; Contribute to sector thought leadership on student affairs and student success • **Sector Engagement and Stakeholder Management** - Build and maintain strategic relationships with universities, government departments, statutory bodies, student affairs practitioners, student leadership structures, and other key stakeholders; Facilitate collaboration and knowledge-sharing across the higher education sector; Represent HELM in relevant national forums, committees, and sector engagements • **Research, Policy and Knowledge Development** - Lead and support research initiatives related to student affairs, student wellbeing, retention, graduate success, transformation, and related fields; Analyse sector trends, policies, and emerging issues impacting student success; Prepare strategic reports, discussion papers, policy briefs, and advisory documents • **Project and Financial Management** - Oversee programme planning, implementation, monitoring, evaluation, and reporting; Manage programme budgets and ensure sound governance and financial management; Coordinate consultants, facilitators, and service providers; Ensure compliance with organisational policies and contractual obligations • **Capacity Building and Professional Development** - Design and support professional development initiatives for student affairs practitioners and university leaders; Promote innovation and best practice across the sector; Mentor emerging leaders and programme participants where appropriate • **Organisational Contribution** - Contribute to HELM's broader strategic objectives and organisational initiatives; Support fundraising, proposal development, and partnership-building activities; Participate in organisational planning, governance, and reporting processes.

Interested candidates should please submit a letter of motivation and their CVs with the names and contact details of at least three traceable referees, by close of business on **26 June 2026**, to: recruitment@usaf.ac.za.

Correspondence will only be entered into with shortlisted candidates. If you have not been contacted within 30 days after the closing date, please consider your application as unsuccessful. People from designated groups, including those with disabilities, are encouraged to apply.

Universities South Africa reserves the right not to make an appointment.

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