

Project Manager: TSB and Executive Development Programmes PL 7  
Three (3) Year Fixed Term Contract  
Tshwane School for Business and Society  
**Ref: 25/51**  
**Re-Advertisement**

The Tshwane School for Business and Society (TSB) invites applications for a Project Manager for the TSB and for TSB's Executive Development Programmes. To assist with TSB strategy translation projects, Executive Development Programmes and other projects in the School. The position is at TSB, Ditsela Place, 1204 Park Street, Hatfield. **Three years, and renewable based on performance.**

The successful candidate must have both solid MBA lecturing experience, be knowledgeable of the development and quality assurance of online Executive Education Products as a subject matter expert, and solid project management skills to execute projects successfully. In addition to the EDP suite, he/she will undertake various School level project management tasks originating in the Director's office. These will include effectively managing the development and operationalising of programmes/systems according to TUT policies and standards.

## **Critical Performance Areas**

### **Tactical strategy translation and oversight:**

- The TSB & EDP Project Manager has a strategy translation, tactical and implementation role in the Director's office.
- The development and subsequent project management of Executive and Continuing Education Programs for the TSB.
- Advise the Director and HR with optimal organisational design, resource planning and scientific recruitment and selection processes to scale the TSB effectively.

### **Stakeholder Management, Quality Control & Project Management:**

- The Project Manager works closely with senior leadership, faculty, and external partners to develop programmes in line with the institution's goals, policies and participants' needs, which include the design, development, quality (QDA, CDP), financial, operational, LMS and administrative aspects, and with keen attention to and the responsibility for success in both content delivery and program logistics.



- The Project Manager works closely with stakeholders, senior support leadership across the university to deliver projects that achieve TSB strategy translation and implementation.
- Assist the TSB Director with establishing non-degree program strategies, objectives, long-term goals, department policies and procedures consistent with TSB and university goals and policies.
- Project lead a team that includes Programme Administrators and other support staff, providing guidance and direction.

## **Budget and Resources:**

- Has the responsibility for building the business cases for new programmes, assisting TSB staff with new SLP conceptualisation, getting programmes approved, managing the programmes' budgets, allocating resources, ensuring viability, profitability, and meeting the SLP targets for EDP's, (internal & external), and SLP's from TSB academics
- Has the responsibility to assist the Director in articulating the TSB's academic and EDP financial strategies and budget projections to achieve profitability.

## **Minimum Requirements:**

- An MBA and a relevant Doctoral Degree with combined experience at Manager/ Senior Practitioner level as follows.
- Three (3) years' experience in an academic position at a business school and preferably combined with three years' experience in executive education at the interface of public/private sector and academic institutions
- Commensurate with at least two-years project management experience with large scale projects delivery using industry rated project management techniques and software (AGILE, Atlassian, Trello, Teams).

## **Experience:**

- A track record of lecturing at MBA level, to understand multidisciplinary and commercialisation into the EDP market.
- Demonstrable experience in the conceptualising, development and presentation of Executive Development Programmes.
- Experience in the design and monetisation of online Executive Education Programmes.



## Essential Knowledge and Skills:

- Based on the nature of the envisaged scaling and repositioning of TSB a registration as a Professional Industrial Psychologist with the HPCSA will be advantageous.
- A good grasp of the DHET framework for non-credit bearing Short Learning Programmes and the approval of programmes within a university
- Excellent communication skills, both verbal and written,
- Budget-management skills and proficiency,
- Tech savvy, proficient in MS Office, project management technology (i.e AGILE, Atlassian, Trello) and the LMS landscape (i.e., Brightspace, Learnworlds).
- Solid organisational skills, including multitasking and time-management.
- Ability to manage and coordinate the Executive Education Portfolio in a Business School
- Strong client-facing and teamwork skills,
- Detail-oriented and efficient.
- Exceptional analytical and problem-solving skills.

## Personal Attributes:

- Ability to think creatively and innovatively,
- Good commercial mindset to manage throughput of new programmes from inception to commercialisation.
- Good executive propriety, and engagement skills to interface in complex institutional projects with executives in the public and private sector and senior leadership in the university.
- Good interpersonal skills and the ability to manage and motivate the EDP team and faculty through projects.
- A good mentor to develop new timber at the TSB.
- Attention to detail, a sense of urgency, initiative and agency to get things done at a high standard.
- Culturally intelligent to work with diverse and multi-disciplinary teams.
- Does not seek the limelight.

## Application Process

Applicants are required to submit only the following documents to [Recruitment12@tut.ac.za](mailto:Recruitment12@tut.ac.za)

1. A summative cover Cover Letter outlining your suitability.
2. A Curriculum Vitae (CV) relevant to the position.



3. A recently certified copy of your MBA and PhD
4. A recently certified copy of your Identity document.
5. Three contactable references.

**Failure to comply with these requirements will result in disqualification:**

Enquiries: Prof H Mathebula Tel: 012 382 3010

**Closing Date: 06 February 2026**

**Please note that your application should be considered unsuccessful if you do not receive a response within one month of the closing date. Correspondence will only be conducted with shortlisted candidates.**

**The School reserves the right not to make an appointment. Additionally, candidates may undergo psychometric testing or other simulation assessments as deemed necessary.**

