



ALUMNI RELATIONS MANAGER (Payclass 10) ALUMNI RELATIONS GRADUATE SCHOOL OF BUSINESS

The UCT Graduate School of Business (UCT GSB), is home to full EQUIS accreditation from the European Foundation for Management Development (Europe), AMBA accreditation from the Association of MBAs (UK), and AACSB accreditation from the Association to Advance Collegiate Schools of Business (USA).

The UCT GSB is committed to making business better. With our roots in Africa, our focus is on emerging markets business and our teaching and research are geared towards driving development and understanding in this context, which is characterized by high degrees of uncertainty, complexity, and inequality.

Situated within our Alumni Relations & Career Services Department and reporting to the HOD: Alumni Relations & Careers Service, we seek to appoint a suitably qualified person to the position of Alumni Relations Manager. This role will manage one direct report.

The incumbent will be accountable for developing and strengthening stakeholder relationships. This will include the planning and implementation of alumni engagements that strengthen the relationship with the GSB. The engagement should directly benefit alumni and students and the rest of the GSB community. Continuously and professionally manage relationships with GSB alumni and students. Collaborate closely with the GSB community to ensure appropriate alumni engagement, as required. Create and maintain pathways for alumni advancement by implementing distinctive alumni engagement actions, which further the aims of alumni, students, and the broader UCT GSB community.

For detailed information on this post, please view the job description on the following link: ([view](#))

To view and apply for this position, please visit the UCT Jobs site [View](#) (For Internal Applicants) and [View](#) (For external Applicants) to create a profile and to submit your application.

Closing date: 04 August 2025

Reference:

ID 1129

UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity

When you apply for a position at UCT, we collect your personal information to assess your application, communicate with you, and coordinate interview logistics. Information such as race, gender, nationality, and disability status is used to support our Employment Equity obligations. We also verify your references, qualifications, conduct criminal and, for certain roles, credit checks. For more information about how the University of Cape Town uses personal information and your rights, please email popia@uct.ac.za.

The University reserves the right to extend the closing date for applications if deemed necessary and reserves the right to make no appointment.