



**ALUMNI RELATIONS SPECIALIST (P7)
YOUNG AFRICAN LEADERS INITIATIVE (YALI)**

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

(Ref: YALI/ARSpec/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 **YALI Alumni Relations Specialist (P7)** 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 implement and manage the Alumni strategy. Specifically, to plan, implement and execute Alumni programs and assist in the building of strong relationships between YALI RLC SA and all its stakeholders. Key to this relates to working with country Alumni Chapters as well as Public and Private organisations across the 14 countries that constitute the service area of RLC SA.

The position reports to the YALI Alumni Relations Manager.

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 Grade 12 (Matric) plus a Bachelor's Degree or National Diploma (in communications; journalism; marketing or any related field)
- Must be a YALI Alumnus.
- Five (5) years relevant experience in alumni and/or relation-related activities, multicultural interaction, and communication.
- Excellent liaising and communication skills, with an excellent command of written and spoken English.
- Advanced, demonstrated knowledge of effective office management and administration procedures.
- Advanced computer literacy, including MS Office and database software.

ADDED ADVANTAGE: be fully bilingual in both English and Portuguese.

KEY PERFORMANCE AREAS

- **Alumni Relations Strategy and Planning**
- **Planning of Alumni Projects**
- **Implementation and execution of Alumni programs**
- **Benchmarking**
- **Administration**

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 YALI Alumni Relations Specialist in the Subject as follows:

- **Ref: YALI/ARSpec/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.