

CLICKS GROUP

L I M I T E D



GRADUATE PROGRAMME MANAGER (G17)

NCSA-19-05-11:1

We are looking to recruit a permanent **Graduate Programme Manager** to work within the **Human Resources** department of **Clicks**. The role will be based at **Clicks Head Office in Cape Town** and will report to the **Training & Development Manager**.

Job Purpose:

To deliver a Pharmacist pipeline through the management of the graduate development programme

Job Objectives:

- Manage relationships with Tertiary Institutions, External Service Providers and Internal Stakeholders to enable identification of future Pharmacist Pipeline
- Manage the graduate to pharmacist lifecycle and ensure ROI
- Implement and communicate the Graduate to Pharmacist EVP in order to strengthen employee affiliation
- Manage the Marketing and PR plan for the Pharmacist Graduate Programme in order to optimise attraction of suitable bursars
- Implement appropriate Training and Development initiatives within the Graduate Programme that delivers competent and motivated people
- Ensure sound financial management of the Graduate Programme in order to maximise ROI
- Report on graduate programme efficiencies, internal and external trends in order to measure the success of the graduate programme
- Produce BI that provides information to the business in order to make future business decisions

Qualifications and Experience:

- Relevant Degree/Diploma in HR, Business or Education
- Project Management experience with a focus on education and/or career planning

Skills, Abilities and Job Related Knowledge:

- Ability to build a bursary programme that delivers a pharmacy pipeline
- Knowledge of Company Policies and Procedures
- Knowledge of Tertiary Institutions Policies and Procedures
- Knowledge of Bursary Programme Requirements
- How to conduct a presentation
- How to communicate with large and small audiences
- How to analyse trends and data
- How to plan and organise
- How to manage a team
- How to engage with multiple stakeholders
- How to negotiate with stakeholders
- How to advise and influence stakeholders

Essential Competencies:

- Adhering to Principles and Values
- Relating and Networking
- Presenting and Communicating Information
- Writing and Reporting
- Formulating Strategies and Concepts
- Planning and Organising
- Coping with Pressures and Setbacks
- Achieving Personal Work Goals and Objectives

Application Process:

Please email your CV, specifying the position for which you are applying and motivating the reason for your application, to jobs@clicksgroup.co.za

Closing date for applications is **25 July 2011**.

We regret that not all applicants will be interviewed. Should you not hear from us within 2 weeks after the closing date of the advert, please consider your application unsuccessful.

We are committed to the principles of Employment Equity



THE BODY SHOP

