



Dear UCT staff member

Opportunity to become an accredited mediator for the University of Cape Town

The OIC has acquired funding to capacitate 40 permanent staff members. As a mediator, you will be capacitated in dispute resolution techniques that will contribute towards creating a UCT workplace environment that is conducive to resolving differences in a manner that promotes collegiality and addresses matters of discrimination, workplace grievances and harassment. The mediation course which will be facilitated by UCT Law@Work is internationally accredited (which costs R20 000 per delegate). This qualification will provide you many opportunities to expand your career development within and beyond UCT as a mediator. In addition to the training, you receive coaching, assessments, and mentorship.

We are specifically seeking **four** staff members from each of the following faculties and departments:

- Cluster 12:** Libraries, Development and Alumni Department, Baxter Theatre and IPD
- Cluster 11:** Student Affairs
- Cluster 9:** Properties and Services
- Cluster 8:** Graduate School of Business
- Cluster 7:** Faculty of Science
- Cluster 5:** Faculty of Humanities
- Cluster 4:** Faculty of Health Sciences
- Cluster 2:** Faculty of Commerce
- Cluster 1:** CHED

Ideally, you should possess the following characteristics:

- ability to maintain positive stakeholder relationships among students and staff
- ability to remain calm, neutral and professional during conflict
- leadership and mentorship skills

In order to apply, staff members must meet the following criteria

- be a permanent UCT staff member
- have a matric qualification
- be proficient in English and one other official language
- be available to attend training during the **June-July vacation period**
- have approval from your line manager to attend training
- have support from your line manager to use work hours to conduct mediations (approximately four hours per matter)
- commit to conducting at least five mediations referred by the OIC per year (20 hours per annum)
- have access to stable internet connection to attend training sessions.

To apply, please submit an email to oi.informalprocess@uct.ac.za and include a 300-500 word motivation that details your interest in this opportunity and how you will use this accredited training to contribute towards equity, transformation and inclusion at UCT in your work environment, and spheres of influence.

Yours sincerely,
Babalwa Gusha