



ADMINISTRATIVE OFFICER

(Permanent Post: Payclass 08)

Department of Commercial Law

Faculty of Law

The Faculty of Law at the University of Cape Town is seeking to employ an Administrative Officer in the Department of Commercial Law in a permanent capacity for appointment as soon as possible. The main purpose of this position is to provide an effective and efficient administrative service to the Department of Commercial Law in all aspects of administration, including Human Resources, Operations, Finance, Physical Resources, website management Academic/Research Administration for the department and administrative support to the Heads of Department. The candidate will provide such services and support at all stages of the academic process, and provide support with HR, Finance and research administration.

Requirements:

- An NQF 5 level qualification (or part qualification of NQF 6/7 (120 credits) (e.g., Office Management, Secretarial, Bookkeeping etc.).
- 3 years recent and relevant work academic administration experience, with similar/same responsibilities, at an organisation of at least similar complexity.
- Demonstrable financial management experience including budgeting, financial administration, and financial systems such as SAP or any other ERP systems.
- High level of proficiency in computer literacy, specifically in Ms Office suite with a focus on Ms Excel and Ms Word at an advanced level.
- Proven data management experience with systems such as PeopleSoft, eRA, Excel, WebNow or any other relevant software
- Experience in data management, the ability to interpret, work with and present information using data analysis tools.
- A working knowledge and proven skills in strategic planning and operational management
- Demonstrable ability to work independently and as part of a team, manage multiple projects, use initiative, and be flexible
- Effective time management skills and the ability to organize, prioritize and multi-task.
- Ability to work under pressure with tight deadlines and with meticulous accuracy and attention to detail
- Ability to initiative and complete tasks and take responsibility for own work and deliverables.
- Ability to build and maintain productive work relationships with people at all levels.
- Excellent verbal and written communication skills coupled with sound interpersonal and customer service skills.
- Possess a high level of honesty and integrity in handling finances.

Advantageous:

- An NQF 7 level qualification e.g. Bachelor's degree.
- Demonstrable experience in working with learning management systems (e.g., Vula).
- Knowledge of UCT policies and procedures (Central Finance & Central HR).
- Experience with the PeopleSoft system.

Responsibilities:

- Develop, implement, and manage appropriate departmental operational systems including space allocation.
- Coordinate academic, research and examination administration.
- Arrange logistics for contractors and visitors.
- Provide administrative, and operational oversight of course administrative duties (e.g., scheduling, timetable coordination, calendar update, handling student queries).
- Ensure compliance with relevant departmental, faculty and university policies, practices, and procedures.
- Fulfil financial administration functions and coordinate, keep track of and help to manage finances of the department including the procurement, budget cycle and budget control.
- Any other tasks and duties that may be appropriate for this position

The annual cost of employment, including benefits (*where applicable*) is between R371 131 and R436 624.

- **To apply**, please e-mail the below documents in a **single pdf file** to adminofficer-cml-law@vula.uct.ac.za
 - UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
 - Cover letter, and
 - Curriculum Vitae (CV)

Please ensure the position title is indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo a competency test.

Reference number: E22811
Closing date: 26 August 2022
Contact number: +27-21-650 3776

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 including candidates with disabilities. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity.

UCT reserves the right not to appoint.