



PERSONAL ASSISTANT TO THE DEAN

(Payclass 08)

EBE FACULTY OFFICE

FACULTY OF EBE

The EBE Faculty comprises six academic departments (Architecture, Planning and Geomatics; Civil Engineering; Construction, Economics and Management; Chemical Engineering; Electrical Engineering and Mechanical Engineering) and the EBE Faculty Office. The Faculty Office is made up of various sections: Dean's Office; Undergraduate and Postgraduate Administration; Faculty Finance; Faculty Human Resources; Senior Operations Management; Communications, Development and Marketing; Student Psychologist, Schools Liaison and Continuing Professional Development.

The main purpose of this position is to manage the office of the Dean effectively and to offer the level of support required to enable the Dean to perform at her full potential with respect to the operational, academic, and strategic management of the faculty. The profile of the work requires a combination of management, interpersonal and technical expertise, and includes a creative work attitude.

The successful candidate will be an individual who has demonstrated the ability to work independently and as part of a team, ability to use initiative and be flexible, and the ability to work under pressure with meticulous accuracy in a deadline driven environment.

Candidates must be willing to work flexible hours based on work pressure when the need arises.

Requirements:

- Relevant NQF 6 qualification.
- At least 3 years' experience as a Personal Assistant/Senior Secretary to a Senior Manager.
- Excellent written communication skills, attention to detail coupled with good interpersonal skills.
- Demonstrated organisational, planning and administrative skills.
- Proven computer literacy in the use of MS Word, PowerPoint, Adobe Acrobat, Internet, E-mail, video conferencing platforms (MS Teams and ZOOM) and the electronic diary.
- Advanced Excel Skills, i.e., the ability to use advanced functions, e.g. V-lookup, pivot tables, formulas, filtering, sorting, etc.

Responsibilities:

- Provide a friendly and efficient public relations role for the Dean and Faculty staff.
- Manage communication across internal and external stakeholders at all levels.
- Compile and manage all correspondence and documentation.
- Accurately manage and control the diary of the Dean.
- Make travel arrangements.
- Planning and Managing events and meetings.
- Provide general office management.
- Provide general data support in the form of preparing data, pivot tables and charts for key reports required.
- Maintaining confidentiality is essential.
- Manage communication with internal and external stakeholders across all levels.

The annual cost of employment, including benefits is between R393,339 and R462,822.

To apply, please e-mail the below documents in a **single pdf file** to: ebepatodean@vula.uct.ac.za

- Cover letter
- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>) and
- Curriculum Vitae (CV)

Please ensure the title and reference number are 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 will be required to undergo an assessment.

Telephone: 021 650 3921 **Website:** <http://www.ebe.uct.ac.za/>

Reference number: E23215 **Closing date:** 23 February 2023

"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.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf.

"UCT reserves the right not to appoint.