



FRONT OFFICE ASSISTANT

(Development Opportunity; T1, 08-month Secondment contract)

Organisational Design, Organisational Development and Effectiveness

Human Resources Department

Please note that only applications from suitably qualified members of the permanent and temporary UCT staff currently at PC05 / PC06 will be considered.

The Staff Learning Centre seeks to appoint a suitable candidate to a temporary development position, to support the Learning and Development activities held at Cambria House. This short-term contract is for a period of 8 months, starting April 2023 and ending November 2023.

This contract is offered as a developmental secondment opportunity to a current permanent or temporary UCT staff member who has an interest in pursuing a career in Learning and Development and/or Human Resources. The developmental secondment opportunity is open to current PC05 or PC06 staff, who have some level of knowledge or experience in Front Office Support and/or Learning and Development.

The successful candidate will need the support of their current line manager for their release from their substantive post for this period. The successful candidate will return to their substantive post at the end of the contract. For the duration of this developmental secondment opportunity the incumbent will remain at the payclass level of their substantive role.

The incumbent will work closely with the Staff Learning Centre team to provide efficient, effective, and professional front office administrative support for the Learning and Development activities held at Cambria House.

To view and apply for this position, please visit the [UCT Careers site](#) to create a profile and to submit your application.

Reference number: ID 305

Closing date: 03 April 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.hr.uct.ac.za/hr/policies/employ_equity

UCT reserves the right not to appoint.