



ADMINISTRATIVE MANAGER

(Payclass 09; full-time 3-year contract)

Marine and Antarctic Research Centre for Innovation and Sustainability

Faculty of Science

The Marine and Antarctic Research centre for Innovation and Sustainability (MARIS), a UCT accredited research unit administratively hosted in the Department of Biological Sciences, invites applications for the position as **Administrative Manager** for appointment as soon as possible. MARIS is an interdisciplinary multi-department and multi-faculty research unit, aggregator of competence and expertise that considers multiple bodies of knowledge (including academic and technological) in relation to societal benefits, with the overarching aim of producing knowledge and human capacity in marine and Antarctic research. The research is articulated into three foci, which are central to the UCT research strategy of Vision 2030: Antarctic and Southern Ocean, marine research on the southern African coast and shelf, and innovation in marine engineering. MARIS promotes and manages inter- and transdisciplinary marine research projects where more than one department is involved, or where dedicated administrative expertise/effort is not available within any one department. Administrative personnel, post-doctoral and research fellows are seen as shared assets in MARIS, independent of their formal positioning within the participating departments.

The Administrative Manager will support the MARIS Director and the scientific leadership to efficiently manage financial and administrative processes and systems. This is a senior position, and the incumbent will be directly responsible for overall administration and management issues of MARIS and the SAPRI Polar Lab, an integrated facility of the South African Polar Research Infrastructure hosted at UCT through MARIS. This includes coordination of the general and financial administration, human resource matters and control of financial expenditure. Although the Director and the scientific leadership team are accountable for the decisions made regarding strategies and management, the intention of this senior position is to free up the leadership team of MARIS from many of the administrative operational tasks.

Requirements for the job:

- NQF level 6 qualification and 5 years' relevant experience
- Strong, documented project management, financial management, monitoring and reporting skills and experience
- Experience in using SAP or similar financial administration software
- Excellent interpersonal teamwork and communication skills, and ability to work with stakeholders at different levels.
- The ability to work flexibly, independently, and accurately in a higher education research environment, also under the pressure of close deadlines and multiple deliverables.
- Leadership and strong administrative, organizational, and planning skills (meticulous and attention to detail).

Advantages:

- A Bachelor and/or postgraduate qualification in finance and/or management
- A solid understanding of university systems and procedures.
- Experience in supervising staff
- Proven experience in international multi-partner project management

Main Responsibilities:

- General and Office Administration - Oversee and coordinate all administrative processes, including organizing the Management Team meetings and produce accurate reports for actions.
- HR Administration - Coordinate and manage HR PASS administrative processes and assist the Director and the leadership team with the recruitment and appointment of staff.
- Financial Planning and Budgeting - Take responsibility for operational budgeting, advise and support the Director and the scientific leadership with strategic budget planning, support them in project financial planning, and delegate budget preparation to administrative project officers where appropriate.
- Financial Administration & Management - Oversee administrative tasks for all financial activities, monitor income and expenditure, act on behalf of Director and leadership team, delegate finance-related tasks to administrative and research staff as appropriate
- Monitoring, Evaluation & Reporting - Ensure that all financial activities are monitored, and that monitoring activities are delegated as appropriate, and supervising such delegation. Regular compilation of accurate financial reports for internal and external stakeholders.

The 2023 annual cost of employment, including benefits for a full-time position is between R439,276 and R516,794.

To apply, please e-mail the documents below in a **single pdf file** to Ms Natasha Khan at recruitment06@uct.ac.za

- UCT Application Form, signed and completed where relevant (download at <http://forms.uct.ac.za/hr201.doc>)
- Motivation letter that speaks to the specific requirements of the position, and
- Curriculum Vitae (CV) with at least 3 contactable referees.

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 required to undergo a competency test.

Queries: director.maris@uct.ac.za

Website: <http://www.maris.uct.ac.za>

Reference number: E230164

Closing date: 26 March 2022

"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.