



SENIOR SECRETARY

(Payclass 06)

Estates and Custodial Services

UCT Educare Centre

Properties and Services Department

We invite suitable candidates to apply for this position of Permanent senior secretary. The successful candidate will be part of the EduCare Centre team within the Estates and Custodial Services department (Properties & Services).

Requirements:

- Minimum qualifications: NQF 4, Matric (office administration qualifications preferable)
- Minimum experience: 2 years administrative experience (experience with the UCT systems and procedures preferable)
- Skills: Excellent time management, attention to detail, administrative, communication, organizational and interpersonal skills, resourcefulness within the scope of KPA
- Knowledge: Computer knowledge

Responsibilities:

Effective administration support service of Head of Department's office, enrolment and reception area/foyer area, resource management, finance and procurement in a manner that supports and contributes to a responsive and efficient service.

Provision of the general administrative functions required for the office/Educare to function optimally.

The annual cost of employment, including benefits is R236 997 – R270 452.

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

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

Please ensure the title and reference number are indicated in the subject line.

The successful candidate will be expected to provide a professional educare service, in line with principles of the UCT Educare Centre, to ensure that the children develop optimally, in a safe and hygienic environment.

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 an assessment.

Website: www.hr.uct.ac.za

Reference number: E23423

Closing date: 05 May 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.