

SENIOR SECRETARY

(Payclass 06)

**DEPARTMENT OF ENVIRONMENTAL AND GEOGRAPHICAL
SCIENCE**

FACULTY OF SCIENCE

The Environmental and Geographical Science Department seeks to appoint a full-time Senior Secretary for appointment as soon as possible. If you have the required qualifications and experience, you are invited to submit your application for this position.

Requirements:

- Grade 12
- A relevant post-secondary one year Diploma
- Minimum of 2 years' directly relevant experience
- Good computing skills (MS Word, Excel, Internet and Email)
- Good ethics and inter-personal skills
- Good communication (verbal and written) skills and organisational abilities
- To identify and solve administrative problems
- Be able to work on own initiative, as well as within a team
- Experience with capturing and recording of data
- Experience with post graduate student administration

The following would be advantageous:

- PeopleSoft
- Vula and or Aamathuba
- eRa, Teams, Google Drive
- Experience of website maintenance

Responsibilities include:

- General office administration
- Postgraduate administrative support
- Support in organising and documenting postgraduate application review committee meetings
- Records administration and marks processing
- Scheduling of classes and venue booking
- Front office presence
- Research publications capture
- Website Management
- Staff meeting scheduling, management and taking of minutes.
- Organising and supporting departmental events, PG colloquium, 0-week, occasional workshops and departmental/postgraduate social events
- Liaising with staff, students and external examiners on teaching and administrative matters
- Liaising with other UCT departments and units on teaching and administrative matters
- Teaching support - helping prepare materials and marksheets, maintain Vula sites, communicate with course/programme cohorts as requested
- Developing and maintaining departmental student records
- Organising and maintaining departmental policy documents
- Add hoc duties may arise from time to time

The incumbent is expected to help with ad hoc duties which arise from time to time.

The annual remuneration package, including benefits is negotiable between R 251 217.00 R 295 547.00 depending on skills and experience (PC6).

To apply, please e-mail the below documents in a **single pdf file** to Sharon Adams at sharon.adams@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter explicitly outlining how you meet the minimum requirements for the position.
- Curriculum Vitae (CV)

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 competency tests.

Telephone: 021 650 2873

Website:

<http://www.egs.uct.ac.za>

Closing date: 05 May 2023

Reference number:

E23435

"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.