



SOLG COMMITTEES OFFICER

(24 Month Fixed term contract)

STUDENT DEVELOPMENT CLUSTER DEPARTMENT OF STUDENT AFFAIRS

The Department of Student Affairs is seeking a committed individual who is flexible and able to adapt to a dynamic Student Affairs environment for an appointment as soon as possible. The successful candidate will service the University Student Affairs Committee (USAC), the Student Societies and Organizations' Committee (SSOC), the Orientation Co-ordinating Committee (OCC), and relevant sub-committees and working groups. The successful applicant will be required to uphold the university's committee standards by providing high-quality and timeous agendas and minutes. The incumbent will report to the Manager: Student Life and Governance and will be based in the Student Orientation, Leadership, and Governance (SOLG) section.

Requirements for the job:

- NQF 6 or equivalent
- 2 years of relevant experience within a Higher Education environment
- Excellent writing skills
- Ability to do minutes and agendas.
- Good organizational skills
- Computer literacy skills

Advantageous:

- Understanding of Higher Education Environment Policies and Legislation
- Relevant experience within UCT

Responsibilities:

- Setting up meetings, drafting agendas and minutes, and taking follow-up actions in consultation with the Chairpersons of USAC, SSOC, and OCC.
- Ensure up-to-date records, Terms of Reference, and membership lists for each.
- Undertake committee administration, and specifically ensure that updated forms are posted.
- Liaise with the relevant offices in undertaking the servicing officer.
- Provide reports as required.

The monthly remuneration for this position is R20, 000 pm.

To apply, please e-mail the below documents in a **single pdf file** to: 2023'solgofficer@vula.uct.ac.za.

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Letter of motivation, 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 they may be required to undergo an assessment.

Telephone: 021 650 5781

Reference number: E23424

Closing date: 01 June 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

Please note that this is a re-advertisement, therefore previous applicants need not to re-apply.

UCT reserves the right not to appoint.