ADMINISTRATIVE OFFICER
(Permanent, Payclass 08)

Postgraduate Finance Section
Department of Finance and Tax
Faculty of Commerce

The Department of Finance and Tax seeks to appoint a full-time, permanent, Postgraduate Administrative Officer. The main purpose of this position is to perform a full range of academic administrative functions in the finance postgraduate section. These functions include effective, efficient high quality administrative services, academic and student support for the department. The incumbent needs to lead themselves, as well as provide leadership in developing own and others' capabilities, must also play a leading role in collaboration both internally and externally.

Requirements for the position:

- A relevant tertiary qualification at NQF 5 level (or 120 credits of an NQF 6/7 qualification)
- A minimum 3-years relevant working experience
- Extensive experience in course administration and student engagement
- Advanced computer literacy: Competence in Microsoft Office, with intermediate level Excel skills
- Working experience in an ERP system
- Demonstrable written and verbal skills in the English language
- Experience working in a deadline-driven environment
- Demonstrable initiative, working independently and as part of a team

The following would be advantageous:

- Experience in PeopleSoft, VULA, eRA and Business Objects
- An NQF 6 qualification
- 5 years relevant experience
- Knowledge of Higher Education administration, policies, and procedures
- Competence in database management
- Prior experience in servicing committees
- Prior supervisory experience

Responsibilities include:

- Provide efficient course administration support, including effective communication with convenors and students
- Ensure the effective management of the allocated courses from an administrative perspective
- Create and maintain class scheduling in Peoplesoft
- Provide operations and teams' support
- Co-facilitate the Post Graduate applications process
- Administer and maintain Vula sites for allocated courses
- Administer Examination Process
- Supervise and mentor Postgraduate Administrative Assistant
- Assisting in completion of Post-graduate MoUs
- Post-graduate operations management

The 2023 annual remuneration package, including benefits, is between **R393 399 and R462 822. To apply**,

Please e-mail the below documents in a **single pdf file** to ftxadminofficerpg@vula.uct.ac.za

- UCT Application Form (download at http://forms.uct.ac.za/hr201.doc)
- Motivation letter, 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 and will be disqualified. Only shortlisted candidates will be contacted, and maybe required to undergo competency assessments as part of the selection process.

| **Telephone:** | 021 650 5338 | **Website:** | www.hr.uct.ac.z |
| **Reference number:** | E23626 | **Closing date:** | 10 July 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.