



## SENIOR SECRETARY

(Payclass 06)

### Department of Mathematics and Applied Mathematics Faculty of Science

If you have initiative, strong administrative skills, good inter-personal skills, the ability to multi-task, excellent organizational and communication skills, and you meet the criteria as listed below, then we invite you to apply for this post in the Department of Mathematics & Applied Mathematics for appointment as soon as possible.

#### Requirements include:

- **EITHER** a Grade 12 (matric) qualification with at least 2 years' relevant experience  
**OR** a Grade 10 qualification with at least 10 years' relevant experience
- General Secretarial skills
- A friendly nature, with good communication and organizational skills
- Good computing (MS Word, Excel (formulae), Internet and Email)
- Accurate typing and numerical skills
- The ability to manage variable workloads and to meet deadlines
- Self-motivation and ability to work on own initiative
- The ability to work within a team

#### The following will be advantageous:

- Experience with UCT PeopleSoft system
- A solid understanding of the University's systems and procedures.

#### Responsibilities include:

- Providing support in the area of undergraduate administration, such as; handbook entries, booklists, class tests, etc.
- Course administration including webpage and Vula/Amathuba updates.
- Marks processing for a variety of undergraduate courses which includes the uploading of final marks onto People Soft.
- General administration such as monitoring photocopier, printing, and telephone costs. Ordering of stationery and liaising with suppliers
- Handling general queries from staff, students, and the general public

The annual cost of employment, including benefits is between R 251 217.00 and R295 547.00

**To apply**, please e-mail the documents below in a **single pdf file** to Hayley Leslie at [hayley.leslie@uct.ac.za](mailto:hayley.leslie@uct.ac.za)

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

Please ensure that 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 may be required to undergo a competency test.

**Telephone:** 021-650 3188

**Website:** [www.uct.ac.za](http://www.uct.ac.za)

**Reference number:** E23710

**Closing date:** 20 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.hr.uct.ac.za/hr/policies/employ\\_equity](http://www.hr.uct.ac.za/hr/policies/employ_equity)*

UCT reserves the right not to appoint.

