



ADMINISTRATIVE ASSISTANT

(Payclass 07; 2,5 years)

Hasso Plattner School of Design Thinking at UCT (d-school) Centre for Higher Education and Development (CHED)

The Hasso Plattner School of Design Thinking at UCT (d-school), is an education, training and research school that offers programmes in design led thinking to undergraduate and post graduate students who are registered at UCT. The school also offers executive professional programmes to the private and public sectors as well as community-based development practitioners. The d-school's overall objective is to promote, train and capacitate individuals and organisations in the practice of design thinking as an enabler of innovation and new outcomes that can meet the needs of users in complex socio-political and economic contexts.

The main purpose of the Administrative Assistant position is to provide efficient, accurate and cost-effective finance, procurement and purchasing services for d-school. This position is a first point of contact for visitors, staff, and students as they will provide front desk service, including general administrative duties to the Director, Head of Programmes, Head of Academics and Head of Shared Services.

Requirements:

- A minimum NQF level 4 qualification, e.g., Matric
- A minimum of 3 years relevant work experience with-developed financial skills
- Experience in SAP R3, Finance module
- Must have strong administration and organisational skills, attention to detail, follow-up skills and the ability to prioritise tasks in a constantly changing and pressured environment.
- Excellent communication skills and a good command of spoken and written English.
- Must be professional and have strong interpersonal and customer service skills.
- Must have good time management and problem-solving skills.
- Proficiency in Excel and Word is required at a basic level.
- The incumbent must have the ability to work well in a team.
- Possess a high level of honesty and integrity in handling cash and finances.
- The incumbent will be required to work on-site.

The following would be advantageous:

- Higher certificate or advanced national certificate in the relevant field.

Responsibilities:

- Support d-school in financial and general administration duties, including Purchasing in line with UCT policies, procedures, and authorisation.
- Processing and clearing of P-Card Transactions at d-school.
- Front office duties by maintaining the reception area and providing client service as needed.
- General office duties which include administrative support to d-school Management, travel arrangements and general ad hoc duties as required.
- Building and office space support by managing booking calendar and meeting rooms.

The annual cost of employment, including benefits (*where applicable*) is between R358 146 and R421 349

- **To apply**, please e-mail the below documents in a **single pdf file** to Ms. Vathiswa Njongwe at adminassistant_dschool@vula.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.

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.

Telephone: 021 650 3897
Reference number: E231006

Website: www.dschoool.org.za
Closing date: 13 October 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

UCT reserves the right not to appoint.