



ADMINISTRATIVE AND FINANCE OFFICER

(Payclass 09)

Centre for Bioprocess Engineering Research

Department of Chemical Engineering

Faculty of Engineering & the Built Environment

Centre for Bioprocess Engineering Research (CeBER) is an inter-disciplinary research centre, based in the Department of Chemical Engineering at the University of Cape Town. It has a well-recognised research portfolio in Biohydrometallurgy, Bioprocess Engineering, Bioproducts, and Health Biotechnology. The research portfolio is underpinned by a focus on sustainable development of processes, maximizing resource efficiency and fit-for-purpose water through a circular economy and industrial ecology focus.

The Centre is seeking to employ a highly skilled and qualified Administrative and Finance Officer to join our team. In this position, the successful candidate will provide financial management, general administration and support services to the Director of the Centre for Bioprocess Engineering Research and its members including the bioprocess engineering academics, technical staff and administrative staff in accordance with the University of Cape Town's requirements, policies and procedures. This includes managing the financial and administrative services for the postdoctoral fellows and postgraduate students as well as managing the human resource matters of the Centre; and all aspects pertaining to staffing, postgraduate students and postdoctoral research fellows' bursaries and fellowships.

Requirements for the position:

- A tertiary qualification at a least NQF level 6
- 5-8 years relevant work experience in a similar environment, including finance and administration
- Proficiency in word processing, spreadsheets, electronic mail and internet services
- Demonstrable experience in SAP or any other relevant ERP system
- Possess a high level of honesty and integrity in handling finances

Key competencies include:

- Professionalism in inter-personal skills in dealings with University colleagues, students, members of government departments, industrial partners, donors, potential donors, and the public alike.
- Must be a team player and be able to interact successfully with internal and external clients at all levels regarding financial and other administrative matters.
- Excellent organizational skills and the ability to establish priorities
- Knowledge and understanding of financial management, including planning and budgeting
- Excellent oral and written communication skills
- Ability to exercise judgment and work with minimal supervision

The annual cost of employment, including benefits, is between **R465 633** and **R547 802**.

To apply, please e-mail the below documents in a **single pdf file** to Ms Abigail Dixon at recruitment03@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>);
- A motivational letter, stating how you meet the requirements of the position; 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 might not be considered. Only shortlisted candidates will be contacted and may be required to undergo competency assessments.

Telephone: 021 650 1673

Website: www.ebe.uct.ac.za

Reference number: E230319

Closing date: 23 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.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf.

UCT reserves the right not to appoint.