



ADMINISTRATIVE ASSISTANT
(Payclass 07; Part-time 12 month CONTRACT)
PERINATAL MENTAL HEALTH PROJECT
DEPARTMENT OF PSYCHIATRY AND MENTAL HEALTH
FACULTY OF HEALTH SCIENCES



The Perinatal Mental Health Project (PMHP) is situated within the Alan J. Flisher Centre for Public Mental Health, in the Department of Psychiatry and Mental Health, at the University of Cape Town. The PMHP addresses the problem of widespread common mental health conditions amongst pregnant and postnatal women in low-resource settings.

We provide mental health promotion, screening, counselling and case management at the **Hanover Park Midwife Obstetric Unit (MOU)**, demonstrating a model of integrating mental health into maternity care.

We are looking to employ an Administrative Assistant from **1 January 2024** for 12 months on a T1 contract for **20 hours a week**. The incumbent will be based at our offices in Rondebosch but will be required to work at our office in Hanover Park MOU for 1 day per week

Responsibilities

The incumbent will provide administrative support for the Perinatal Mental Health Project and Operations Manager, and will be responsible for:

- General administration for all PMHP programmes
- Conference, meeting and events organising
- Updating and maintaining databases
- Administrative assistance with fundraising and tracking donor requirements
- Administrative assistance with finance

Requirements

- Ability to travel to Hanover Park, once a week
- Grade 12, with Office administration diploma or equivalent
- 3-5 years administrative experience (preferably in a higher education environment)
- Good written and verbal communication skills
- Work independently and within a small team
- Meticulous work with attention to detail
- Excellent time management skills and the ability to organise, prioritise and multi-task in a pressurised environment
- The capability to work within strict deadlines
- Minute taking and financial record keeping
- Intermediate computer skills, including Word, Excel and PowerPoint

The following skills would be advantageous:

- A solid understanding of UCT's systems and procedures
- Experience in events organising
- Working knowledge of Redcap

Salary

Cost of Employment R160,000 - R 224 719,47 per annum (based on relevant experience).

For any queries regarding this position, please email: thanya.april@uct.ac.za

To apply, please e-mail the below documents in a **single pdf** file to thanya.april@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, including your experience and motivation for applying for this post
- Curriculum Vitae (CV)

An application that does not comply with the above requirements will be regarded as incomplete. Only short-listed candidates will be contacted for interview. Interviews will be conducted in person or online for those not based in Cape Town, and candidates may be required to undergo a competency test and mock counselling session.

Closing date: 31 October 2023

Reference number: E231014

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.