



ADMINISTRATIVE ASSISTANT

(Payclass 07)

Department of Psychiatry & Mental Health
Faculty of Health Sciences



The HIV Mental Health Research Unit within the Division of Neuropsychiatry in the Department of Psychiatry and Mental Health seeks to appoint an Administrative Assistant on a full-time, 18 month contact basis, to support all administrative processes in the Unit.

The incumbent will provide operational and administrative support to the Head of the Division of Neuropsychiatry and to various research studies. Reporting to the Division Head directly, the incumbent will work closely with the Senior Research Officers who manage the various research studies.

Requirements:

- An NQF 4 level qualification (e.g. Matric or an equivalent qualification).
- Three years relevant working experience in a university higher education environment, research council or similar environment.
- Experience in Human Resources procedures within a university higher education environment.
- Experience in budgeting and financial management. Demonstrated written and verbal communication skills (English).
- Excellent organisational and planning skills, including experience with supporting and coordinating events and meetings.
- Good interpersonal skills including the ability to constructively engage with stakeholders both within and outside the university.
- Proven computer literacy in the use of MS
- Ability to work collaboratively as part of a team, but also independently under broad direction, be self-motivated and take initiative.
- Ability to work under pressure, including being able to multi-task and work to competing deadlines.
- Attention to detail and an uncompromising attitude to meeting deadlines without sacrificing quality

In addition to the above, the following would be advantageous:

- Previous experience working within the administration portfolio at the University of Cape Town.
- Experience in supporting research teams.
- Knowledge of UCT financial policies and procedures.
- Knowledge of UCT Human Resources policies and procedures
- Experience with managing research finances.
- Experience in using SAP or similar software.

Responsibilities:

- Administration of Human Resources processes.
- Providing administrative support to the Division Head and Senior Research Officers
- Team liaison
- Manage finance department administrative processes.
- Assisting with various administrative and operational tasks as the need arises

The annual remuneration for this contract position is between R358 146 and R421 349 depending on qualifications and experience.

To apply, please forward the below documents in a **single pdf file** to Stefani Du Toit at stefani.hugo@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.

Website: www.psychiatry.uct.ac.za

Reference number: E231022

Closing date: 30 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.