



## SENIOR SECRETARY

(Payclass 06)

## Department of Molecular and Cell Biology Faculty of Science

The Department of Molecular and Cell Biology is a dynamic academic department in the Faculty of Science at UCT seeks to appoint a full-time Senior Secretary for appointment as from 1<sup>st</sup> March 2024.

If you have the required qualifications and experience, you are invited to submit your application for this position.

### Minimum qualifications:

- Grade 12
- 3 years' experience in an administrative role

### Requirements include:

- Knowledge of Human Resources and financial background (Invoicing, receipting, Journals)
- Computer literacy (MS Office 365 - Word, Excel, PowerPoint, Access, and Outlook)
- Good communication (verbal and written) skills and organizational abilities.
- Be able to work independently as well as within a team.
- Attention to detail.
- Data capturing
- Honesty to handle cash and finances.

### The following would be advantageous:

- Experience in an educational institution
- Experience with Postgraduate & Honours student administration
- Knowledge of UCT's administrative systems - SAP, PeopleSoft, eRA, VULA and Perceptive Content
- A relevant post-secondary diploma in Human resources and/or Finance

### Responsibilities include:

- Provide administrative & IT support to the Head of Department
- Minute taking at meetings.
- Journals and Invoicing
- IT Liaison & website management
- Social Media Liaison – collating staff and student information from MCB social functions, graduation, research days, events, and social media related content
- Research Publication capture
- Manage MCB Reception
- Manage online filing system ensuring backup of documents -- includes updating various lists & handbook.
- Organizing and maintaining departmental policy documents
- Third Party & wireless access
- Departmental venue and equipment bookings.
- Arranging and supporting departmental events, and departmental/postgraduate social events
- Human resources: Collating Development Dialogues, Servicing selection committees & completing all HR forms for appointments.
- Postgraduate administration
- Honours administration
- Ad hoc support as required.
- Backup for marks processing and scheduling of classes

The annual cost of employment, including benefits between R251 217 to R295 547

**To apply**, please e-mail the documents below in a **single pdf file** to Ghakiema Salie at [ghakiema.salie@uct.ac.za](mailto:ghakiema.salie@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.

Candidates will be contacted and will be required to undergo a competency test.  
Only candidates that pass the competency test will be invited to the interviews.

**Reference number:** E231023

**Closing date:** 02 November 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](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf)."*

UCT reserves the right not to appoint.