



PROGRAMME ADMINISTRATIVE ASSISTANT

(Payclass 07; Full-time, T2 – 3 years)

African Climate and Development Initiative Faculty of Science

The African Climate and Development Initiative (ACDI) invites applications for the position of Programme Administrative Assistant for appointment as soon as possible. ACDI is based at the University of Cape Town and supports research and training on climate change and sustainable development. The Programme Administrative Assistant role will work with the Climate Risk Lab at ACDI as part of a new project focused on bringing together teams of researchers and decisionmakers from across Africa to make new scientific discoveries and help reduce the risks from climate change.

If you have initiative and strong administrative skills, and you meet the criteria as listed below, then we invite you to apply for this fixed term 3-year PASS position. As Programme Administrative Assistant you will work closely with the Director of the project and with the research teams to ensure smooth running of the project, including organizing in-person workshops and online meetings, managing calendars and email, making payments, and tracking project progress.

Requirements:

- NQF level 4 or equivalent
- Minimum of 3 years' relevant experience, preferably in a tertiary education environment.
- Meticulous work with attention to detail.
- The ability to work independently as well as part of a team.
- Excellent verbal and written communication skills.
- Proficient office computing skills (MS Office), and online collaboration tools such as MS Teams or Zoom, Google or Outlook calendars, and cloud file storage.
- Effective time-management skills and the ability to organize, prioritize and multi-task.
- The capability to meet strict deadlines.
- Experience with payments, expenses processing, and assisting with budget reports.
- Experience organizing workshops with at least 15 participants, and booking accommodation and travel

The following will be advantageous:

- A solid understanding of administrative systems and procedures in tertiary education institutions.
- Experience with enterprise financial systems, such as SAP.
- Experience with PeopleSoft system.
- Experience with research grant administration.
- Experience with online project management software, such as Slack.

Responsibilities:

- Take, type up and distribute minutes and agendas of meetings.
- Point of contact for enquiries to the Synthesis research Programme and climate Risk Lab.
- Organize on-line calls and face-to-face meetings for team members and staff, and related meeting documents.
- Organize workshops and other events (air tickets, hotels, visa letters, catering, venues, S&T).
- Manage electronic diaries for Programme Director and Manager
- Assist physically with workshops, events, and meeting logistics.
- Maintain the physical and electronic libraries of project outputs.
- Assist in proposal submission and other funding activities.
- Make payments according to UCT policy and procedures.
- Support partners and staff in navigating the UCT environment.

The annual cost of employment, including benefits is between R358 146 and R 421 349 depending on experience and qualifications.

To apply, please e-mail the documents below in a **single pdf file** to Rabia Karriem rabia.karriem@uct.ac.za

- UCT Application Form (download at <https://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 a competency test.

Telephone: 021 650 5598

Website: <https://acdi.uct.ac.za/> <https://climaterisklab.com/>

Reference number: E231033

Closing date: 10 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.hr.uct.ac.za/hr/policies/employ_equity

UCT reserves the right not to appoint.