



# ADMINISTRATIVE ASSISTANT

(Payclass 07; One Year Contract)

**The African Centre For Cities**

**Faculty of Engineering and the Built Environment**

The African Centre For Cities is currently seeking to appoint an **Administrative Assistant**

## **Purpose of Job:**

The main purpose of this position is to provide appropriate administrative, secretarial and financial support services to the ACC staff.

## **Responsibilities:**

Please refer to the attached detailed position description (HR191) for the full responsibilities of this position.

## **Minimum requirements**

- Matric plus diploma or degree in a relevant field and two years experience in a similar position or Matric with five years experience in a similar role
- A broad knowledge of financial and accounting principles, with proven analytical skills and interpretive abilities.
- Advanced computer skills, especially ERP systems and MS Excel
- Ability to work with multidisciplinary teams.
- An ability to interact successfully with individuals from a wide range of professional and non-professional backgrounds, including internal (UCT) and external stakeholders.
- Excellent time management skills and the ability to work independently in a pressurised environment.
- Ability to work well under pressure.

The annual cost of employment, including benefits, is between R229 549 and R421 349 per annum.

**To apply**, please e-mail the following documents in a **single pdf file** to Ms Shakira Jeppie at shakira.jeppie@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Motivation letter, detailing how you meet the minimum requirements for this job
- 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 7079

**Website:** <https://www.africancentreforcities.net>

**Reference number:** E231075

**Closing date:** 01 December 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.