



# ADMINISTRATIVE OFFICER AND PERSONAL ASSISTANT

(Payclass 08)

## OFFICE OF THE EXECUTIVE DIRECTOR: RESEARCH

We are looking for an experienced, proactive, and highly self-motivated person, to provide high level secretarial and administrative support to the office of the Executive Director (ED): Research, who interacts with a diverse set of stakeholders at various professional levels within and outside the University of Cape Town.

Qualified individuals are invited to apply for the position of Administrative Officer and Personal Assistant to the ED: Research. The main purpose of this position is to provide high level secretarial and administrative support to the ED: Research as well as coordination of projects and processes in a manner that supports and contributes to a responsive, effective and efficient service. The incumbent is responsible for the provision of the essential administrative functions required for the office to function optimally, including, for example, diary management, meeting administration, travel arrangements, correspondence management and coordination of projects and events from the office of the ED.

### Requirements for the job:

- A 3-year Diploma in a relevant field (NQF 6).
- At least 5 years' experience as a Personal Assistant/Senior Secretary to an executive member.
- Excellent verbal and written communication skills coupled with good interpersonal skills.
- Exceptional organising, planning; prioritising and administrative skills.
- Proficiency in using MS Office Suite including Outlook, with a particular focus on MS Word at an advanced level and MS Excel and PowerPoint at an intermediate level.
- Experience in taking meeting notes and producing minutes.
- Demonstrated ability to work independently and as part of a team.
- The ability to manage multiple work assignments in a fast-paced environment, with meticulous accuracy in a deadline driven environment.

### The following will be advantageous:

- Relevant experience in a higher education environment.
- Knowledge of organizational governance and academic research processes.
- Experience in effectively managing competing work pressures and timelines.

### Responsibilities:

- Ability to maintain professional conduct and confidentiality, providing professional administrative support to the Office of Executive Director, including diary management and logistical support.
- Client liaison which includes receiving and responding to queries from internal and external stakeholders.
- Available to work outside of office hours and be contactable as and when required.
- Correspondence and document management which includes compiling, typing, editing, and formatting of communications and documents, preparation for meetings, minute and note taking, and developing and maintaining an efficient document management/filing system.
- Assisting with projects and events as required, including monitoring, and tracking of documents, projects, and tasks, ensuring attention to time-sensitive issues, following up on action items, obtaining feedback and providing clear & concise progress reports.
- Review and ensure that all finance related documentation for sign-off by the ED: Research, comply with UCT's finance management policies.
- Establishing and maintaining communication channels with key contacts across the University, and externally, in order to develop excellent working relationships and promote a positive and professional image.
- Managing travel arrangements including flights, transport; accommodation and itinerary planning
- Contributing to the effectiveness of the Research Office team and enabling the ED to fulfill the varied responsibilities of the position.
- May be required to work outside of office hours and be contactable as and when required.

The annual cost of employment, including benefits (*where applicable*), is between R393 399 and R462 822.

**To apply**, please e-mail the below documents in a **single pdf file** to Alison Witbooi at [alison.witbooi@uct.ac.za](mailto:alison.witbooi@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. Only shortlisted candidates will be contacted and may be required to undergo an assessment.

**Telephone:** 021 650 2342

**Reference number:** E231098

**Closing date:** 11 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.