ADMINISTRATIVE ASSISTANT

(Payclass 07;12 months, Part-time - 12 hours per week)

Hasso Plattner Institute Research School at UCT
School of Information Technology

Faculty of Science

The Hasso Plattner Institute Research School (HPI) at UCT in Information and Communications Technology for Development (ICT4D), serves as a gateway for educating sub-Saharan African information technologists, and in the grand scheme, to become a leading centre of excellence in designing and understanding computational solutions (both algorithmic and user centric) and systems to address the UN Sustainable Development Goals. We are an international branch of the Hasso Plattner Institute based in Potsdam, Germany. We administer a program including 8 staff members from the School of Information Technology (Computer Science and Information Systems) and 15 PhD and Postdoctoral Fellows, who are fully supported during their studies at UCT.

The main purpose of the position is to provide administrative assistance to the coordinator of HPI at UCT. You will support administrative and financial operations of the research school, including but not limited to scholarship administration, coordination of bi-annual progress symposiums, coordination of the annual workshop and facilitating the visit of HPI at UCT students to Potsdam in April. The position is critical to the smooth and effective functioning of HPI at UCT.

If you have strong administrative and time-management skills, good inter-personal skills, the ability to track and prioritize tasks, excellent organizational and communication skills, and you meet the criteria as listed below, then we invite you to apply for this post to support the HPI at UCT for a 12-month contract starting 1 February 2024 or as soon as possible thereafter.

Requirements:

- Senior Certificate (Grade 12) plus a minimum of 3 years' relevant experience in office administration.
- Excellent and professional interpersonal skills.
- Solid administration skills.
- Meticulous work with attention to detail.
- The ability to work independently and accurately.
- Excellent verbal and written communication skills with the ability to clearly articulate complex scheduling requirements.
- Excellent computer skills (MS Office), with skill in Excel (formulae).
- Effective time-management skills and the ability to organize, prioritize and multi-task within a highly pressurised environment.
- The capability to meet strict deadlines.

The following will be advantageous:

- A tertiary Degree/Diploma or equivalent.
- Experience with UCT PeopleSoft and/or SAP system.
- A solid understanding of the University's systems and procedures.
- Experience working with students and academics.

Responsibilities:

- Support administration of fellowships and scholarships.
- Support organisation of socials, workshops, and other related meetings.
- Review finances of the school on a quarterly basis.
- Monitoring and clearing purchasing card transactions, follow up on receipts.
- Procurement of sundries and other items for the HPI Lab located in the HPI d-school building.
- Support public relations; oversee maintenance of the website and social media channels.
- Provide support for research visitors.
- Assisting the coordinator with general administrative tasks.

The 2023 annual cost of employment, including benefits (*where applicable*), is between R 73 456 and R 114 607. The term of the post will be a 12 month contract starting on or after 1 February 2024.

To apply, please submit the documents below in a **single pdf file** to https://limesurvey.uct.ac.za/hpi-admin-2023:

- 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. For any queries about this post, please contact Thelma Jenneker at thelma.jenneker@uct.ac.za.

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 4342   **Website:**   www.hr.uct.ac.za

Reference number: E231074   **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. "

UCT reserves the right not to appoint.