



ADMINISTRATIVE ASSISTANT

(Payclass 07; Permanent Post)

School of Economics

Faculty of Commerce

The School of Economics within the Faculty of Commerce seeks to employ a permanent, qualified and highly motivated individual to join the postgraduate administrative team as an Administrative Assistant. The main purpose of this position is to proactively provide efficient and effective secretarial and administrative support to the postgraduate section. The successful candidate will have a direct reporting line to the postgraduate Administrative Officer.

If you meet the requirements below, we invite you to apply for this permanent position for appointment as soon as possible.

Appointment for this position requires:

- NQF 4 qualification
- 2 years relevant experience in academic administration
- Advanced Excel skills (e.g. Vlookup, formulas)
- Proficiency in an ERP System (e.g. Oracle, SAP, Peoplesoft etc)
- Effective interpersonal skills and stakeholder engagement
- Good oral and written communication skills
- Planning, organizing and problem-solving skills
- Ability to work in a highly pressurized environment dealing with large volumes and tight deadlines
- Good time management, planning and organizational skills
- Meticulous approach and attention to detail
- Ability to multitask and work accurately with minimal supervision
- Ability to work in a team and on an individual basis

Advantages to have include:

- Experience working in the Higher Education sector
- Knowledge of processes within Higher Education Institutions
- Knowledge of UCT Policy and Procedure
- Sound knowledge of Vula/Amathuba and PeopleSoft

Key responsibilities include:

- Course Administration
- Attending to student enquiries
- Implementing academic administration processes i.e. the marks capturing and processing
- Capturing of results on PeopleSoft
- Any other tasks and duties that may be appropriate to this position

The annual cost of employment, including benefits (*where applicable*), is negotiable between R 358 146.00 and R 421 349.00 depending on skills and experience.

To apply, please e-mail the below documents in a **single pdf file** to eafmaa@vula.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 5751
Website: [Welcome to the School of Economics | School of Economics \(uct.ac.za\)](http://www.uct.ac.za)
Reference number: E231218
Closing date: 21 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 <https://hr.uct.ac.za/policies/employment-equity>

UCT reserves the right not to appoint.