



SENIOR ADMINISTRATIVE OFFICER: COST AND BUDGET ANALYST

(Payclass 09; Permanent Post)

**The Nelson Mandela School of Public Governance
Faculty of Commerce**

The Nelson Mandela School of Public Governance (NMSPG) seeks to appoint a permanent Senior Administrative Officer, starting in January 2024 or soon thereafter. This is a varied and responsible position in a new and growing School, which runs an MPhil Programme, an executive short course programme and emerging leadership programmes, with a series of networking activities and research. The main purpose of this position is to provide a professional administrative, financial and operations support service to the NMSPG. The role also entails assisting the Operations and Finance Manager to implement and maintain effective administrative, financial, and operational support systems for all programmes within the NMSPG. In addition, the successful incumbent will take responsibility for daily SAP records, financial administration and coordination together with the Operations & Finance Manager.

To view and apply for this position, please visit the UCT Jobs site [View](#) (For Internal Applicants) and [View](#) (For external Applicants) to create a profile and to submit your application.

Closing date: 17 January 2024

Reference:

ID 514

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.