



PERSONAL ASSISTANT TO THE DEPUTY VICE-CHANCELLOR: TEACHING & LEARNING

(Payclass 08)

OFFICE OF THE VICE-CHANCELLOR

Applications are invited to apply for the position of Personal Assistant to the Deputy Vice-Chancellor: Teaching & Learning. The main purpose of the position is to provide high level PA, executive and administrative support to the DVC. Furthermore, it is aimed at enabling the DVC to fulfill the varied nature of the position and to enable the Office of the Vice-Chancellor to perform at full potential with respect to the DVC's leadership and executive responsibilities.

Requirements:

- A relevant 3-year Diploma or equivalent (NQF 6)
- 5 years' experience as a Personal Assistant with at least 3 years' experience as a Personal Assistant to an executive in a large organisation
- Excellent verbal and written communication skills coupled with good interpersonal skills
- Strong organisational, problem solving, planning, prioritising, and administrative skills including diary management
- Proven experience in taking high quality meeting minutes
- Knowledge and understanding of financial administration
- Proven computer literacy in MS Office with a particular focus on MS Word at an advanced level, Excel, Adobe and PowerPoint at an intermediate level
- Demonstrated ability to work independently, proactively, using initiative and working as part of a team
- Demonstrated ability to work under pressure with meticulous accuracy in a deadline driven environment
- Demonstrated ability to maintain professional conduct and confidentiality
- Demonstrated ability to co-ordinate professional events and projects.

Relevant experience in a higher education environment would be advantageous.

Responsibilities:

- Organise activities in the DVC's office so that it serves as an efficient hub for the flow of information and documentation between the DVC's office and the various offices and areas linking to it.
- Manage general and office administration which includes the efficient processing of all incoming correspondence, planning, coordination and scheduling of meetings, and functions.
- Manage and maintain the diary of the DVC.
- Manage and coordinate travel arrangements including flights, transport, accommodation, and itinerary planning.
- Build channels of communication with key contacts internally and externally and develop excellent working relationships.
- Maintain a knowledge of and work within all key academic processes.
- Manage all correspondence and documentation which includes compiling, typing, editing, and electronic filing.
- Co-ordinate and service committee and task team meetings as required, which includes venue booking, preparing agendas for meetings, minute taking and following up on action items.
- Liaison with various stakeholders which includes receiving and responding to queries and/or complaints from staff, students, and external stakeholders.
- Contribute to the effectiveness of the broad OVC team by sharing knowledge, providing back-up support, particularly to the other Executive Personal Assistants, and contributing to institutional citizenship such as health and safety, transformation etc.
- Assist with projects and events as required by the DVC.
- Manage and oversee the DVC's operational, discretionary and project budgets.

The annual cost of employment, including benefits, is between R 393399 and R462 822.

To apply, please e-mail the below documents in a single pdf file to Glynis Jethro (Glynis.jethro@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 will be required to undergo a competency test.

Telephone: 021 650 2170

Website: www.hr.uct.ac.za

Reference number: E231210

Closing date: 20 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.