



SOCIAL RESPONSIVENESS ADMINISTRATIVE ASSISTANT (Payclass 07; Two-year/Fixed- Term Contract)

Postgraduate Studies and Researcher Development Research Office

Applications are invited from suitably qualified candidates for a 24-month full-time contract as an **Administrative Assistant** in the UCT Knowledge Co-op Programme (70%) and other Social Responsiveness (SR) functions (30%).

The UCT Vision 2030 embodies the University's commitment to unleashing human potential for the purpose of fostering a fair and equitable society. This vision is centred on the overarching goal of addressing South Africa's developmental complexities and is exemplified through dedicated engagement in research and teaching that resonate with real-world policies and needs. UCT is committed to provide students with expanded avenues to engage in education that is not only responsive but contributes to social betterment. Through these efforts, UCT strives to shape a future where the synergy between knowledge, action and social upliftment is at the core of its existence.

The Knowledge Co-op aims to make it easier for community groups to access UCT's skills, resources, and professional expertise. It helps initiate joint projects raised by community partners that benefit both the community and the university.

- The Researcher Development Coordinator - Engaged Scholarship (ES) supports this goal university-wide, compiles the annual Social Responsiveness report and is responsible for the ES programme.

Requirements include:

- Relevant NQF 7 qualification which is equivalent to an Advanced Diploma and Bachelor's degree.
- 5 years' experience in office and basic project administration, preferably in Higher Education
- Experience working with community-based organisations.
- Good administrative, basic project management, organisational, and planning skills and attention to detail.
- Good verbal and written communication.
- Ability to take initiative, and work flexibly and independently working with a broad range of stakeholders.
- Must have strong teamwork and interpersonal skills.
- Proficient in digital tools and technologies, with the ability to navigate and utilise various social media platforms effectively.
- Proven competency in Word, Excel databases, email

The following will be advantageous:

- Fluency in Afrikaans and IsiXhosa
- Possessing basic research skills
- Knowledge of UCT policies & challenges
- Valid driver's license
- Familiarity with UCT systems – Vula, PeopleSoft

Responsibilities include: (See position description for details):

- An interest in social responsiveness and working with local community groups.
- Communication with partners and meeting arrangements
- General office and project management administration
- Management of databases and tracking of processes
- Website management and updating Knowledge Co-op presence on social media.

The annual cost of employment is between R229 549 to R358 146

To apply, please e-mail the below documents in a **single pdf file** to Roshan Sunday at knowledgecoop.admin@uct.ac.za

- Signed UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
 - Letter of motivation, detailing how you meet the minimum requirements for the job, and
 - Curriculum Vitae (CV).
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- 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 4415
Reference number: E231201
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.