



ADMINISTRATIVE ASSISTANT

(Payclass 07, part-time 25 hours per week)

FitzPatrick Institute of African Ornithology
Department of Biological Sciences
Faculty of Science



If you have initiative, strong administrative skills, excellent inter-personal skills, the ability to multi-task, excellent organizational and communication skills, and you meet the criteria as listed below, then we invite you to apply for this part time (5 hours per day), permanent post in the FitzPatrick Institute of African Ornithology (FIAO), Department of Biological Sciences, from 1 April 2024. This role is key to the effective functioning of the FitzPatrick Institute, so we are looking for a conscientious, committed and loyal individual who shares our values of inclusivity, kindness and excellence.

Requirements include:

- NQF4 or equivalent qualification plus a minimum of 3-5 years' relevant experience preferably in a tertiary education environment.
- Demonstrable competence and initiative.
- Excellent and professional interpersonal skills.
- Mature, approachable, empathetic, and inclusive attitude.
- Excellent administration skills.
- Meticulous work with attention to detail.
- The ability to work independently and accurately.
- Excellent verbal and written communication skills in English.
- Excellent computer skills (MS Office), especially Excel and Word.
- Knowledge of social media.
- Effective time-management skills and the ability to organize and prioritize tasks.
- Demonstrable capability to meet strict deadlines.

The following will be advantageous:

- A tertiary Degree/Diploma or equivalent.
- A solid understanding of UCT's systems, policies and procedures.
- Experience with UCT PeopleSoft system.
- Experience with the UCT eRA system.
- Experience with Drupal.
- Experience with fundraising or outreach in any capacity.
- Experience/knowledge of the UCT and SA research compliance landscape.
- Experience working with students and/or course administration.
- Experience working with budgets.
- Experience with event planning/organisation.
- Proficiency in more than one language.
- An interest in birds, wildlife or conservation and/or experience working with wildlife research or conservation organisations.

Responsibilities include:

- General administration for the FIAO, PA to the Director.
- Post-graduate administration for the Conservation Biology MSc course (<https://science.uct.ac.za/fitzpatrick/fitzpatrick/study-research-opportunities-conservation-biology-msc/conservation-biology-msc-overview>).
- Postgraduate administration for dissertation MSc and PhD students, and Postdoctoral Fellows.
- HR administration for paid on claim and ad hoc staff and HRAs.
- Social media administration.
- Assisting staff and students with administration of research and fieldwork compliance.
- Assistance with administration of outreach and citizen science programs.
- Assistance with grant, donor and contract administration.

The 2023 annual cost of employment, including benefits is between R 238 764.00 and R 280 899.33

To apply, please e-mail the documents below in a **single pdf file** to Raeza Rayner at raeeza.rayner@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure that the position 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 2447
Reference number: E231228

Website: <https://science.uct.ac.za/fitzpatrick>
Closing date: 19 January 2024

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.