



University of Cape Town Lung Institute

CONTRACTS ADMINISTRATOR

The University of Cape Town Lung Institute (www.lunginstitute.co.za), requires applications for an organised, detail-orientated **CONTRACTS ADMINISTRATOR*** on a **Fixed Term Contract**.

Purpose:

The main purpose of the job is to proactively provide administrative support to the Unit and Institute.

Minimum Requirements:

- Grade 12 / Matric equivalent
- Minimum of 2 years' experience within an administration role
- Understanding of legal principles (advantageous)
- High level of computer literacy (MS Office, with strong proven working knowledge of MS Excel is essential)
- Excellent communication and interpersonal skills
- Detail-orientated, with strong organizational skills
- Proactive and able to work in a fast-paced, deadline-driven environment
- Analytical and effective problem-solving skills
- Credit and Criminal Clear

Responsibilities include (but not limited to):

- Maintain Register of all contracts with various information
- Ensure all contract related documentation is filed correctly
- Maintain register of due diligence and compliance records
- Maintain Insurance register
- Maintain necessary electronic filing records
- Assist with SOP Register
- Assist with Archiving
- Performing various ADHOC tasks that may be required by the Head of Finance
- Support Finance Unit with audits
- Assisting with year-end audit both external and internal auditors as required
- Maintaining electronic filing system
- Additional duties as required such as special projects and assistance with audit requirements
- Provide general administrative support as required

Additional Information:

- 6-month Fixed Term Contract
- Working hours: 40 hours per week, Monday to Friday.
- Office-based position in Mowbray, Cape Town

To apply, interested applicants are requested to submit an [application form](#), cover letter and updated CV to: uctlirecruitment@uct.ac.za

Applications will only be accepted via email.

Reference (in subject line): Contracts Administrator-001

Closing Date: 31 January 2024

Only shortlisted candidates will be contacted. Should you not receive a response within 30 days of the closing date, please consider your application unsuccessful.

The University of Cape Town Lung Institute is committed to equity in our employment practices and reserves the right not to appoint.

***Please Note: This Position is not on UCT Conditions of Service.**