



POSTGRADUATE PROGRAMMES OFFICER

(Payclass 09; Permanent Post)

Faculty Office

Faculty of Commerce

The Faculty Office in the Faculty of Commerce seeks to employ a full-time Postgraduate Programmes Officer. We invite applications for this position for appointment as soon as possible. The successful candidate will head the academic administration operation of the postgraduate section in the Faculty Office and provide administrative support to the Higher Degrees Committee (HDC) in the Faculty which is responsible for the administration of research examinations. This post reports to the Deputy Faculty Manager and works closely with the departments.

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.

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 competency and pre-placement-medical assessments.

Closing date: 26 February 2024

Reference:

ID 491

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.