



## ADMINISTRATIVE OFFICER

(Payclass 08)

### Faculty Office Academic Administration

### Faculty of Engineering and the Built Environment

The Faculty of Engineering and the Built Environment enjoys an international reputation. At the heart of our vision is the desire to foster strong analytical skills, practical ingenuity and creativity, good communication and high ethical standards and professionalism, as well as the ability to be lifelong learners. One of the core aspects of our vision as a faculty is to develop outstanding graduates and scholars, who contribute to society and address socioeconomic challenges through their work. The Faculty has six academic departments (Architecture Planning and Geomatics; Civil Engineering; Construction Economics and Management; Chemical Engineering; Electrical Engineering and Mechanical Engineering) and the Faculty Office. The Faculty Office includes the Dean's Office, Academic Administration, Finance, Human Resources, IT and Facilities, Communications, Development and Marketing, Student Counselling and Continuing Professional Development. The successful candidate will be working in Academic Administration. The main purpose of this position is to support the Postgraduate Manager in providing an effective and efficient administrative service to the Faculty, postgraduate students and applicants, in all aspects of academic administration and servicing of academic committees.

#### Requirements include:

- NQF4 and five years' relevant academic admin experience or NQF5 and three years' relevant academic admin experience.
- Excellent written and verbal communication skills.
- A high level of computer literacy (MS Word, Excel, e-mail, internet) and experience in working with student administrative systems, preferably PeopleSoft.
- Demonstrated time management and organisations skills.
- A proven ability to work accurately, with strong attention to detail.
- Ability to work under extreme pressure and under tight deadlines.
- Demonstrated organisational skills.
- Flexibility, initiative and the ability to take responsibility for your own work and deliverables.
- The ability to work independently and as a team member, as required.
- A strong customer service ethic, good interpersonal skills and the ability to deal with a number of different constituencies, at different levels and in different contexts (including staff, students and parents).

#### The following would be advantageous:

- A three-year tertiary qualification.
- Faculty office and/or postgraduate academic administration experience.

#### Responsibilities:

- Providing support for the Faculty's academic administration, which covers all aspects of student administration from admission to registration, records maintenance, year-end processing, and graduation.
- Responding in a professional manner to all incoming queries in person, telephonically and by email.
- Liaising with relevant offices and departments within the University and external stakeholders.
- Providing administrative support for committee/s.
- Ensuring compliance with University and Faculty rules and procedures.
- Contributing to the broader activities of the EBE Faculty.

The annual cost of employment, including benefits (*where applicable*), is between R 393 399 and R 462 822

**To apply**, please e-mail the below documents in a **single pdf file** to Celeste Wilson at [celeste.wilson@uct.ac.za](mailto:celeste.wilson@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 may be required to undergo competency and pre-placement-medical assessments.

**Telephone:** 021 650 2699

**Website:** [Faculty of Engineering & the Built Environment \(uct.ac.za\)](http://www.uct.ac.za/faculty-engineering)

**Reference number:** E24533

**Closing date:** 06 June 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](http://www.hr.uct.ac.za/hr/policies/employ_equity)*



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UCT reserves the right not to appoint.