



PERSONAL ASSISTANT

(Payclass 08)

Office of the Chief Financial Officer FINANCE DEPARTMENT

The Finance department is seeking to appoint a highly efficient, friendly and goal-oriented candidate to the permanent position of Personal Assistant to the Chief Financial Officer (CFO).

The main purpose of this position is to direct, plan, co-ordinate and supervise the projects, operations and activities of the office of the CFO.

Requirements for the job:

- A relevant NQF 6 qualification, e.g. Business Administration, Office Management.
- 5 years' experience co-ordinating an executive office, including data management and analysis, preparing reports, presentations, and executive documents.
- Excellent written and verbal communication skills.
- Advanced Microsoft skills (especially Microsoft Teams, PowerPoint and Word).
- Ability to source, analyse, organize and manage information.
- Good report writing skills.
- Stakeholder management skills.
- Ability to multi-task in a highly manage pressurized environment.
- Exemplary interpersonal skills.
- Proactive and ability to work independently and in a team.
- Display meticulous accuracy in a deadline driven environment.
- Ability to plan, prioritize and organize tasks efficiently.
- Ability to identify and implement improved systems and processes related to the operations of the CFO's office and workload.

The following will be advantageous:

- Knowledge of systems, processes and related policies and controls.
- Higher Education knowledge

Responsibilities:

- Maintain the professionalism and integrity of the CFO's Office.
- Planning and co-ordinating operations in the CFO's Office.
- Provide operational and administrative support to the CFO.
- Event management and co-ordination for the office of the CFO.
- Managing stakeholder relations.

The annual cost of employment, including benefits is between R393 399 and R488 741.

To apply, please e-mail the below documents in a **single pdf file** to Charlotte Gunkel at patocfo2024@vula.uct.ac.za:

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

Please ensure the **position title and reference number** of the position 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.

Website: <https://uct.ac.za/staff/finance/introduction-finance>

Reference number: E24611

Closing date: 28 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.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf.

UCT reserves the right not to appoint.