



PROJECT ASSISTANT: COURIER AND INVIGILATION ADMIN FUNCTIONS

(Payclass 06; Permanent)

Centre for Educational Assessments (CEA)

Centre for Higher Education Development (CHED)

The Centre for Educational Assessments' (CEA) mission as a department within the Centre for Higher Education Development (CHED) is to provide educational testing that contributes to access and success at the University of Cape Town and in the broader higher education and training sector.

The main purpose of the Project Assistant position is to provide CEA with test logistics administrative support for a) the dispatch and receipting of test materials; b) general test administration processing; c) script batching and stock control; d) preparation of registration e) to provide assistance to the logistics coordinator with all related test administration activities in delivering the National Benchmark Test (NBT) services to Higher Education Institutions and organizations.

Requirements:

- Minimum of an NQF 5 level post matric diploma in administration, logistics or a relevant discipline.
- At least 2 years' experience in general office administration.
- Proficiency in Excel and Word is required at an intermediate level.
- Ability to meet project deadlines.
- The incumbent must have the ability to work well in a team.
- Must have strong organisational skills, attention to detail, follow-up skills and the ability to prioritise in a constantly changing and pressured environment.
- Must be professional and have strong interpersonal and customer service skills.
- The incumbent must have good communication skills and a good command of spoken and written English.
- The incumbent will be required to work on-site.

The following would be advantageous:

- Experience in administering and coordinating logistics at a large scale.
- Experience of working in a Higher and/or Further Education context
- The ability to learn new software packages
- Conversant in a black South African language.

Responsibilities:

- Script dispatching including courier scheduling and liaison.
- Administration of, and liaison with, the national invigilator team.
- General test administration including, script batching, packaging test materials for dispatch and quality assurance.
- Maintain an accurate inventory and track scripts and admin materials.
- Preparation of register lists for test sessions and information for packing process.
- Receive and check-in inventory testing material
- Script processing: Scan answer sheets, edit scanned data and enter bio form information.
- Helpdesk duties and maintaining high professional standards including responding to NBT email and support required for online sessions.
- Assist with all logistics coordination as and when required.
- Assist with the monitoring, collation and documentation of feedback on project status.
- Perform ad hoc duties as required.

The annual cost of employment, including benefits (*where applicable*), is PC6 between R265 286 – R312 098

To apply, please e-mail the below documents in a **single pdf file** to projectassistantcea@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 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 5462

Website: www.cea.uct.ac.za

Reference number: E24723

Closing date: 12 August 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.