



## ADMINISTRATIVE OFFICER

(Payclass 08)

### Department of English Language and Literature Faculty of Humanities

**We invite applications for a permanent position as an Administrative Officer in the Department of English Literary Studies (ELL), for appointment by 1 August 2024.**

ELL is a medium-size and busy department in the Humanities Faculty, comprising a large undergraduate programme and a strong cohort of postgraduate at all levels. The key responsibilities are the efficient management of the operational, financial and administrative needs of the Department.

#### Requirements include:

- NQF level 4 (Matric)
- Matric Accounting as a subject or an equivalent accounting qualification.
- At least 3-5 years' experience in administration and finance at UCT or an equivalent higher education environment.
- Excellent written and verbal communication skills.
- A high level of general computer literacy and particular competencies in using Microsoft Office suite (Word and Excel), Email, SAP, PeopleSoft, VULA, Amathuba and Drupal web content management software.
- 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).
- Demonstrated knowledge of academic administration policy, process and procedure.
- Demonstrated initiative and ability to take on new projects and tasks.
- Flexibility and the ability to take responsibility for your own work and deliverables.
- The ability to work independently and as a team member as required.
- The ability to act in a supervisory or management capacity and to build collegial relationships with other departments.
- Attention to detail in financial, administrative and academic contexts.

#### Advantageous:

- Competencies in using web content management software.
- Demonstrated knowledge of current UCT financial policies and procedures.
- Knowledge of performance management procedures.
- Team building skills.
- Ability to liaise with Postgraduate Funding Office and Humanities Faculty staff who administer postgraduate programmes.

#### Responsibilities:

- Supporting the Head of Department in the effective running of the Department.
- Managing the operational, financial and administrative work of the Department.
- Supervising and guiding more junior colleagues.
- Liaising with relevant offices and departments within the University.
- Providing administrative support for committees.
- Compiling and updating departmental information on VULA/Amathuba sites and the website, as needed.

The annual cost of employment, including benefits (*where applicable*), will be in the range of R415 430 to R 488 741.

**To apply**, please e-mail the below documents in a **single pdf file** to Hedley Twidle and Sanele Blose:  
[hedley.twidle@uct.ac.za](mailto:hedley.twidle@uct.ac.za)  
[sanele.blose@uct.ac.za](mailto:sanele.blose@uct.ac.za)

- UCT application form (download at <http://forms.uct.ac.za/hr201.doc>)
- Covering letter, and
- Curriculum Vitae (CV) no longer than two pages in length

Please ensure the title "**English Administrative Officer**" 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 a competency test.

**Website:** [www.hr.uct.ac.za](http://www.hr.uct.ac.za)

**Reference number:** E24707

**Closing date:** 19 July 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](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf)."*

UCT reserves the right not to appoint.