



POSTGRADUATE ADMINISTRATIVE OFFICER

(Payclass O8; Permanent Post)

School of Economics Faculty of Commerce

The School of Economics within the Faculty of Commerce seeks to employ a permanent, qualified and highly motivated individual, able to deal with simultaneous demands in a high-pressure, increasingly digital, environment to join the team as Post Graduate Administrative Officer. The main purpose of this position is to proactively provide efficient and effective academic administration and operations management support to the postgraduate section of the School of Economics, ensuring that the needs of the staff and the students are met. This role also includes the management of staff and research administrative operations. The successful candidate will have a direct reporting line to the Departmental Manager.

If you meet the requirements below, we invite you to apply for this permanent position for appointment as soon as possible.

Requirements:

- NQF level 5 qualification with 3 years relevant academic administration experience at a tertiary institution.
- Experience in course administration (marks processing, scheduling of classes and examination processes);
- Experience in managing academic administrative processes;
- An understanding of the academic administrative policies and procedures;
- Proficiency in MS Office with intermediate excel skills.
- Demonstrable experience in an ERP system;
- A proven ability to work accurately under pressure and to tight deadlines;
- Good organisational skills and a high level of initiative and responsibility for own work and deliverables;
- Good oral and written communication skills;
- Good interpersonal skills and ability to liaise with staff, students, applicants and external stakeholders;
- An ability to work in a team and independently;
- A willingness to work overtime during peak periods.

Advantageous:

- NQF level 6 qualification plus 5 years student administration experience;
- Experience in PeopleSoft, VULA/Amathuba, Business Objects;
- Committee Servicing Experience.

Responsibilities include:

- Implementing all aspects within the postgraduate administrative space and ensuring an efficient and effective service in support of the academic project.
- Management of queries, application processes, scheduling of classes, registration, marks processing, examination processes, handbooks, ERA.
- Provide support for student focused activities.
- The ability to manipulate data and maintain databases.
- General academic administration planning and co-ordination of all postgraduate course information.
- Staff Management

The annual cost of employment, including benefits (*where applicable*), is negotiable between R415 430 and R488 741 depending on skills and experience.

To apply, please e-mail the below documents in **a single pdf** file to pgaosoe2024@vula.uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Motivational letter, and
- Curriculum Vitae (CV) indicating relevant work experience as per listed requirements

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 a competency test

Telephone: 021 650 5751
Website: [Home page | University of Cape Town \(uct.ac.za\)](http://www.uct.ac.za)
Reference number: E241102
Closing date: 08 November 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 <https://hr.uct.ac.za/policies/employment-equity>

UCT reserves the right not to appoint.