



ADMINISTRATIVE ASSISTANT

(Payclass 07; T2, 25-month contract)

Modelling and Simulation Hub, Africa (MASHA) and Statistics in Ecology, Environment and Conservation (SEEC), Department of Statistical Sciences Faculty of Science

The Modelling and Simulation Hub, Africa (MASHA) and the centre for Statistics in Ecology, Environment and Conservation (SEEC) are research groups at the University of Cape Town.

MASHA's research focus is the development and application of mathematical modelling and computer simulation to predict the dynamics and control of infectious diseases to evaluate the impact of policies aimed at reducing morbidity and mortality. Based in the Faculty of Science, MASHA's research is closely integrated with other disciplines resulting in policy-driven and impactful scientific research. Through capacity building and disease modelling research, MASHA's influence has spread throughout the African continent and globe. MASHA is a vibrant, values-driven, fast-paced environment in which to work. For more information on MASHA, visit www.masha.uct.ac.za

SEEC is an inter-departmental grouping of academics based in the Department of Statistical Sciences and the Department of Biological Sciences. SEEC aims to be the leading group in statistical ecology and environmental analytics within South Africa, to provide a hub connecting statisticians and biological/environmental scientists to ensure that the most important environmental questions are addressed with cutting edge statistical methods, and to develop methods that link data analysis and modelling into the conservation planning and management process. For more information on SEEC, visit www.seec.uct.ac.za

MASHA and SEEC are seeking to appoint an experienced **Administrative Assistant** with expertise in departmental administration and an interest in public health on a 25-month contract.

The principal responsibility of the **Administrative Assistant** will be to conduct daily Financial, Academic, Teaching, HR & General administration for MASHA (80% of the time) and SEEC (20% of the time). This includes working with postgraduate students and postdoctoral fellows.

Requirements for the job:

- NQF Level 4 and a Secretarial or Office Diploma plus a minimum of 3 years' relevant experience, preferably in a tertiary education environment.
- Experience with tertiary education HR, financial and administrative policies and procedures
- Excellent and professional interpersonal skills which demonstrate a maturity for working with students, academics, and external stakeholders
- Demonstrated Essential Computer Skills with respect to:
 - MS Office (especially Excel)
 - Email
 - Internet
 - Online platforms such as MS Teams, Google Suite, Zoom, Slack, Doodle
 - Social Media
- Meticulous work with attention to detail.
- The ability to work pro-actively, both independently and as part of a team
- Excellent verbal and written communication skills
- Demonstrable experience in setting up training, seminars, conferences, and workshops needed to support the planning and implementation of successful events.
- Strong interpersonal skills and good at establishing and maintaining relationships with existing and potential partners
- Valid driver's license and passport and a willingness to travel outside of South Africa
- Effective time-management skills and the ability to organize, prioritize and multi-task within a highly pressurized environment.

Advantageous:

- A tertiary Degree or equivalent
- Experience with PeopleSoft system
- Experience with the University's research administration
- A solid understanding of University's systems and procedures

Responsibilities:

- Financial Administration
- HR Administration
- Postgraduate and postdoctorate academic administration
- Teaching administration
- Support for research administration needs
- General administration

The 2024 annual remuneration for this funded contract position is between R378,203 and R444,945 depending on experience and qualifications.

To apply, please e-mail the below documents in a **single pdf file** to Dr Pfupajena Machingauta at pfupajena.machingauta@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Motivational letter demonstrating how the applicant meets the requirements of the job,
- Curriculum Vitae (CV), and

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 3219	Website:	www.uct.ac.za
Reference number:	E241104	Closing date:	18 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 www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf."

UCT reserves the right not to appoint.