



## **ADMINISTRATIVE OFFICER & PERSONAL ASSISTANT** (Payclass 08; Permanent Post)

### **Dean's Office**

### **Faculty of Health Sciences**

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***Please note that only applications from suitably qualified members of the permanent and temporary UCT staff will be considered.***

The Faculty of Health Sciences at the University of Cape Town is a leading health science education and research institution in Africa. We offer a variety of educational and academic career options within the context of health care and research - from clinical and public health to health and rehabilitation sciences. We are a faculty of choice for those seeking world-class training - owing to our strong reputation for having trained some of the best health practitioners and scientists globally, and for our Clinical achievements and cutting-edge research. The faculty has 15 academic departments, over twenty multi-disciplinary research groupings, and more than 4000 students. Our programs are embedded in four main themes, namely undergraduate and postgraduate teaching, clinical services and research.

The Faculty of Health Sciences at UCT is therefore looking for an experienced administrative officer to support the Dean, on a permanent appointment. The main purpose of this position is executive support to the Dean and responsibility for client friendly, efficient and effective operational service-delivery. The incumbent of this post will be a member of the Dean's Management team and will contribute to the effective delivery of the Deanery's mandate, together with proactively providing executive, secretarial and administrative assistance to the Dean.

#### **Requirements include:**

1. Secretarial or Office Management Diploma/ 3-year degree or diploma (NQF 6) in a relevant field or a with a relevant diploma and/ or qualification
2. Minimum of 5 years' relevant executive assistance and office management experience
3. Demonstrated track record in project management.
4. Excellent professional and interpersonal skills that demonstrate a maturity for working with academics, students, external stakeholders and administrative/professional/support staff.
5. Effective time-management skills and the ability to organize, prioritize and multi-task within a high-pressure environment
6. Advanced computer literacy especially in MS-Office, Teams, including spreadsheets and database implementation.
7. Experience in working effectively under pressure within a team and independently.
8. Excellent English oral and written communication skills, including the ability to service high-level committees and meetings.
9. Personable demeanor and capacity to enhance effective client relationship.

#### **Advantages include:**

- Relevant experience as an executive assistant within a higher education environment

#### **Responsibilities include:**

1. Executive assistance to the Dean (e.g., correspondence handling, committee administration, telephone coverage, diary management, general administration, personal secretarial support)
2. Stakeholder liaison (development and maintenance of intra and inter Faculty and University relationships, in addition to external stakeholders)
3. Extensive diary management with high levels of complexity and frequent changes
4. Financial administration (Administration of P-Card, Dean's Funds, Budgets, journals, and related DOA)
5. Preparing finance forms (e.g. journals, reimbursements, and related supporting documents) for approval and submission to relevant finance section.
6. Events Co-ordination (Manage all logistical aspects related to the Deans meetings, workshops or seminars.)
7. Development and coordination, communication, and administrative processes and systems
8. Decision making support
9. Dean approvals coordination
10. HR Administration
11. Coordinate regular staff training activities and provide orientation /induction of new staff.
12. Facilitate national and international travel arrangements.
13. Work effectively in a team within the Deanery

The annual cost of employment, including benefits, is between R415 430 and R488 741.

**To apply**, please e-mail the below documents in a **single pdf file** to Kelly Maneveld at [Kelly.Maneveld@uct.ac.za](mailto:Kelly.Maneveld@uct.ac.za) :

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Motivation letter that speaks to the specific requirements of the position, 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 a competency test

**Telephone:** 021 406 6478

**Website:** <http://www.uct.ac.za/>

**Reference number:** E241221

**Closing date:** 06 January 2025

*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](http://www.hr.uct.ac.za/hr/policies/employ_equity)*

UCT reserves the right not to appoint