



ADMINISTRATIVE ASSISTANT

(Payclass 07; Part-time - 25 hours per week, 12 months)

Pathology / Medical Virology Faculty of Health Sciences

Introductory paragraph

The purpose of this position is to provide research administrative support to staff and students relevant to the projects within the C Williamson and M-R Abrahams research teams. Furthermore, to provide secretarial and administrative assistance to the Line Manager(s) to enable them to make the best use of their time.

Requirements for the job:

- Matric (NQF Level 4)
- 3 years' experience as Personal/Administrative Assistant
- Computer literacy (Excel, Word, Power Point, Outlook)
- At least 1 year experience working in higher education/academic environment.

The following will be advantageous:

- Experience with UCT's administrative forms and processes particularly Finance and HR

Responsibilities:

- Administrative and Secretarial support
- Assist with human resources process for the group
- Assisting line manager and students with research administration
- Assisting students in accordance with the university's administrative procedures
- Compiling Purchase Order Requests, Journals, Mileage Claims, Remittances and submitting same
- Managing Own and others Purchase Card, paying quotes and obtaining same, compiling documentation and capturing on UCT website
- Liaison with Accounts department re transfers, journals, various other forms
- Tracking forms for signature and submission, both in accounts and HR

The annual cost of employment, including benefits (*where applicable*), is between R161 602,66 and R296 630,00. Expected number of working hours per week is 25. The position is for a 1-year contract, renewable depending on satisfactory performance and availability of funds.

To apply, please e-mail the below documents in a **single pdf file** to Bruna Galvão at bruna.galvao@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 an assessment.

Website: <https://health.uct.ac.za/medical-virology/research/hiv-diversity-group>

Reference number: E241224

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

UCT reserves the right not to appoint.