



University of Cape Town Lung Institute CENTRE FOR TB RESEARCH INNOVATION UNIT

RECEPTIONIST

The **Centre for TB Research Innovation (CTBRI) Unit**, based at the University of Cape Town Lung Institute (www.lunginstitute.co.za) require applications for a **RECEPTIONIST***

We are seeking a highly organised and detail-oriented Receptionist to support the CTBRI Unit with biometric capturing, data entry, participant administration, and general office support. The successful candidate will play a key role in ensuring accurate record-keeping, efficient participant management, and the safeguarding of participant confidentiality.

Minimum Requirements:

- Grade 12 / Matric (or equivalent)
- Secretarial Certificate (advantageous)
- 1 -2 years general office experience
- Computer Literacy (proficient in MS Office - MS Excel, MS Word and MS Outlook)
- Experience with electronic data systems would be beneficial
- Excellent communication and interpersonal skills
- Detail-orientated, with strong organizational skills
- Proactive and able to work in a fast-paced environment
- Analytical and effective problem-solving skills
- Good telephonic skills
- Drivers Licence (advantageous)
- Willingness to work in a Tuberculosis environment
- Credit and Criminal Clear

Responsibilities include (but not limited to):

- Answer incoming telephone calls, determines purpose of callers, and forwards calls to appropriate staff
- Efficient diary and appointment management
- Facilitate participant flow
- Protect participant confidentiality
- Collect, sort, distribute and prepare correspondence, mail, messages and courier deliveries
- Schedule appointments maintaining & updating calendars and electronic diary management, reminding respective personnel of the appointments
- Create and print memos, mail, reports and other documents as required by staff
- Distribute payments to participants and record receipts
- Data capturing: punch information into predesignated databases or systems and double check information to make sure it has been accurately punched in
- Maintaining a filing system of all essential documents
- Responsible for petty cash and participant reimbursement
- Perform reasonable duties requested by supervisors or management, even if outside the job description.

Additional Information:

- 6-month Fixed Term Contract
- Working hours: 40 hours per week, Monday to Friday

To apply, interested applicants are requested to [click here](#) to complete the online application process with a cover letter, updated CV and at least two contactable references.

Closing Date: 31 August 2025

Only shortlisted candidates will be contacted. Should you not receive a response within 30 days of the closing date, please consider your application unsuccessful.

EMPLOYMENT EQUITY STATEMENT

The University of Cape Town Lung Institute is committed to equity in our employment practices and reserves the right not to appoint. The selection process will be guided by the Employment Equity Plan and Targets of the University of Cape Town Lung Institute (Pty) Ltd.

POPIA STATEMENT

Please note that when applying for any position, reference checks will be completed, and personal information defined in the protection of personal information Act 4 of 2013 will be processed. In applying for this position, applicants will be deemed to have consented to such processing as defined in the policy statement

***Please Note: This Position is not on UCT Conditions of Service.**
