



SENIOR SECRETARY

(Payclass 06)

DEPARTMENT OF ANAESTHESIA AND PERIOPERATIVE MEDICINE

Faculty of Health Sciences

Introductory paragraph

The Department of Anaesthesia and Perioperative Medicine invites applications for a Senior Secretary full-time permanent post, for appointment as soon as possible.

The main purpose of this position is to provide efficient secretarial, administrative and front office (reception) support to The Department of Anaesthesia and Perioperative Medicine at Groote Schuur Hospital, and in doing so improve the efficiency and capacity of administrative team in the performance of their multiple and complex organizational tasks.

Requirements for the job:

- NQF Level 4. National Certificate in Secretarial and Administration or similar are advantageous.
- **3 years of relevant experience** in a similar role, preferably in an academic or organizational setting, providing secretarial, administrative, operational and front office/reception duties/support.
- Demonstrable proficiencies in service, customer/client orientation and focus.
- Demonstrable proficiencies in the running of clinical courses.
- Assisting with hosting national, international, and academic visitors.
- Demonstrable proficiencies in finance support and assistance to the HOD.
- Assisting with finance and travel arrangements of the HOD, venue bookings, conference, congress, registrations, accommodation, and car hire at national and international level.
- Demonstrable ability to work effectively both independently and as part of a team, contributing to group objectives with minimal supervision.
- Meticulous attention to detail in all aspects of work.
- Demonstrable proficiency in written and verbal communication in English.
- Demonstrable proficiency in MS Office Suite, Vula, PeopleSoft and Internet browsing (web browsers).
- Good time management, planning and organizational skills.
- Demonstrable support to the Administrative Officer in terms of operational and HR recruitment and selection document preparation.
- Demonstrable support to Departmental rostering teams/processes.

The following will be advantageous:

- Knowledge of higher education institutional processes and procedures.
- Proficiency in one or more South African official language(s).
- Experience in dealing with students in a higher education setting.
- Familiarity with department-specific systems, such as student management systems.
- Experience with basic financial tasks, including processing payments.
- Flexibility in adapting to changing priorities and managing urgent tasks.
- Experience working in a fast-paced environment and handling multiple tasks simultaneously.
- Ability to manage expectations and maintain professionalism, especially in high-pressure situations.
- Good time management skills to meet deadlines while maintaining accuracy.

Responsibilities:

- Provide comprehensive administrative support to the Administrative Officer, Head of Department, and other team members as required.
- Provide professional secretarial, frontline office and administrative support to the Head of Department and team other members.
- Provide administrative support to students.
- Assisting with coordinating communications and managing diaries, organizing meetings and events, and supporting academic and operational activities.
- Liaising with internal and external stakeholders to uphold high service standards.
- Procurement and payments.
- P-Card Transaction and processing.
- Replenishment of refreshments, and catering supplies.
- Knowledge and understanding of the systems and procedures.
- Strong organizational skills.

The annual cost of employment, including benefits (*where applicable*), is **R 276 959 and R325 831**.

To apply, please e-mail the below documents in a **single pdf file** to Cheryl Wyngaard at cheryl.wyngaard@uct.ac.za email address:

- 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. "Department of Anaesthesia and Perioperative Medicine SS Post"

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.

Telephone: 021 406 6143

Website: www.uct.ac.za

Reference number: E25902

Closing date: 11 September 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 including candidates with disabilities. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity

When you apply for a position at UCT, we collect your personal information to assess your application, communicate with you, and coordinate interview logistics. Information such as race, gender, nationality, and disability status is used to support our Employment Equity obligations. We also verify your references, qualifications, conduct criminal and, for certain roles, credit checks. For more information about how the University of Cape Town uses personal information and your rights, please email popia@uct.ac.za.

The University reserves the right to extend the closing date for applications if deemed necessary and reserves the right to make no appointment.