



Core Technology Platform Administrator

(Payclass 08; T1 Contract, 12 months)

Institute of Infectious Disease and Molecular Medicine

Faculty of Health Sciences

[The Institute of Infectious Disease and Molecular Medicine \(IDM\)](#), established in 2004, is a cross-faculty postgraduate research institute based within the University of Cape Town (UCT). It is physically and administratively located within the Faculty of Health Sciences in Observatory, Cape Town.

We are inviting applications for a Core Technology Platform Administrator to provide support across the IDM Core Technology Platforms. The purpose of this position is to provide coordinated financial, user-fee, client service, information management, and administrative support by maintaining accurate and compliant workflows for procurement, payments, user fees, cost recovery, client requests, performance reporting, records, and platform events, enabling Platform Managers to focus on scientific and technical service delivery.

Requirements:

- An NQF level 7 qualification in business administration, laboratory administration, public administration, project administration or a related field.
- At least five years of relevant administrative experience in a research, higher-education or similarly complex service environment.
- Demonstrated strategic financial management understanding, including connecting the day-to-day management of cash flow with long-term goals like maximizing profit.
- Experience in procurement or purchase-order administration, invoice or payment processing, internal cost transfers or journal requests, user-fee or debt follow-up, and budget or transaction tracking.
- Demonstrated experience maintaining databases or trackers, compiling management reports and coordinating multiple concurrent requests across different stakeholders.
- Proficiency with integration of workflows with Artificial Intelligence (AI).

Responsibilities:

- Coordinate procurement and purchasing activities, including purchase orders, supplier quotations and approvals, in compliance with UCT policies.
- Manage financial administration by processing invoices, payments and waste billing, maintaining financial records, and reconciling expenditure to ensure accurate and timely financial reporting.
- Monitor and resolve procurement and payment queries, liaise with internal and external stakeholders on orders, deliveries and invoices, coordinate goods receipt where required, and administer the Core Facilities purchasing fund.
- Coordinate user-fee administration, maintaining user-fee schedules, client and fund information, and issuing billing requests, notices and confirmations in accordance with approved billing cycles.
- Compile and submit billing schedules, invoice requests, journal and interdepartmental transfer requests, track invoices and payments to completion, maintain billing records, and follow up on outstanding payments in accordance with approved procedures.
- Coordinate user-fee queries and reporting, including fee concessions, waivers and disputes, and compile income and expenditure summaries for Platform Manager review.
- Administer client request and service management systems, ensuring complete submissions and coordinating the referral of technical, compliance and scheduling queries to the appropriate Platform Managers.
- Maintain platform data and reporting, including master records, data validation, reconciliations, dashboards and reports, while ensuring data integrity, confidentiality and compliance with UCT information management and POPIA requirements.
- Manage platform documentation and records, maintaining electronic repositories, version control, document lifecycle processes and access permissions in accordance with UCT records management requirements.
- Provide administrative support for platform events, communications and stakeholder engagement, coordinating logistics, maintaining communication channels and stakeholder records, managing routine enquiries, and providing cross-platform administrative support.

The annual remuneration package is between R283 278 and R528 105.

About the contract: This is a T1 fixed-term appointment, there are no benefits linked and. Applicants unfamiliar with UCT contract classifications can find more information in the UCT Contract Appointments Policy: [Fixed term contract appointments](#)

To apply, please complete the online application form using the link below and upload the following supporting documents:

Application **Form**: <https://idmforms.jotform.com/250995281811058>

As part of the application, you will be required to complete and upload the documents below:

- Curriculum Vitae (CV) (maximum 5 pages), including copies of your degree(s) or qualification certificates.
- Cover Letter.

- Biosketch
- Comprehension test

Please note: All supporting documents are mandatory. The application form cannot be submitted until all required documents have been uploaded.

Only shortlisted candidates will be contacted. Any shortlisted candidates may be required to undergo a competency assessment.

Any enquiries for the position to be addressed to the Yamkela Mfaku at yamkela.mfaku@uct.ac.za or 021 650 7844

Closing date: 10 August 2026

Website: www.idm.uct.ac.za

**Reference
number** E26803

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.

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.

