



ADMINISTRATIVE ASSISTANT

(Payclass 07; T2, 20 hours per week, Fixed Term contract 25 months)

National Institute of Theoretical and Computational Sciences (NITheCS)- Western Cape Node in the Department of Physics Faculty of Science

The National Institute for Theoretical and Computational Sciences (NITheCS) – Western Cape Node in the Department of Physics at the University of Cape Town invites applications from suitably qualified candidates for the position of Administrative Assistant at its Western Cape Node, hosted at the University of Cape Town (UCT). This is a 25-month fixed-term (T2) contract appointment, with the possibility of extension subject to performance and the availability of funding.

The Administrative Assistant supports the effective day-to-day operation of the NITheCS Western Cape Node and assists in coordinating activities between the NITheCS Hub, Western Cape branches, researchers, students, and UCT administrative structures, in accordance with UCT, NITheCS, and NRF policies and procedures.

Requirements:

- Senior Certificate (Grade 12 / NQF 4).
- At least 3 years' relevant office and/or financial administration experience.
- Excellent computer skills, including MS Office (especially Excel), Email, Calendar, Internet, online meeting tools such as MS Teams, Zoom, Slack and Doodle, and cloud-based document and project management software such as Google Drive (or the ability to acquire these skills easily).
- Demonstrated understanding of financial administration, including reconciliations, claims, and budget tracking.
- Demonstrated understanding of events and meeting coordination processes.
- Good time management, planning, and organisational skills, with the ability to multi-task and prioritise.
- Proficiency in written and verbal English.
- Professionalism and good interpersonal skills, with the ability to interact with stakeholders at different levels.
- Ability to work both independently and as part of a team, often under pressure.
- A strong client-focus and service orientation.
- Meticulous attention to detail.
- Willingness to work beyond normal working hours during certain periods, in particular to support workshops, seminars and conferences.
- Willingness to travel between Western Cape Branch sites (AIMS, UWC, CPUT) to support Node activities.

Responsibilities:

- Operational continuity
- Financial administration
- Coordination across institutions
- Reporting and compliance
- Event/programme support

Advantageous

- A relevant tertiary qualification (Diploma or Degree in administration, finance, accounting, or a related field).
- Prior experience working with UCT financial and procurement systems (e.g., SAP, PeopleSoft, PCard administration).
- Familiarity with NRF and UCT research grant administration.
- Prior experience in a research institute, university department, or similar academic environment.
- Familiarity with the policies and procedures of UCT, NITheCS, and the NRF.
- A valid driver's licence.
- A personal vehicle

Please refer to the position description (HR191) for the full set of key performance areas, inputs, and outputs.

The annual cost of employment for 2026, including benefits, are between R217 954.10 and R256 417.10.

To apply, please email the below documents in a **single pdf file** to head.physics@uct.ac.za

- UCT Application form (download at <http://forms.uct.ac.za/hr201.doc>)
- Motivational letter demonstrating how the applicant meets the requirements of the job, and
- Curriculum Vitae (CV)

Reference number to be included in the subject line of your email submission

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 competency assessments. References may be requested by UCT at any stage of the selection process.

Closing date: 25 September 2026

Reference number: E26917

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

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.