



ADMINISTRATIVE OFFICER

(Payclass 08; Full-time)

HPI-UCT Partnership in Digital Health School of Information Technology Faculty of Science

The Hasso Plattner Institute's (HPI) Digital Health Cluster and the University of Cape Town are partnering together to advance global health research, capacity development, and innovation in Africa. Our 2026-2030 agreement brings the UCT School of Public Health (SPH) into a pre-existing collaboration with the School of Information Technology (SIT). The partnership will particularly support projects in the areas of maternal and child health, infectious disease, non-communicable diseases (NCDs), leveraging routine health data, participatory design, and responsible AI to ensure ethical, equitable, and context-aware digital health innovation.

The partnership features four main pillars:

1. Annual funding for 15 PhD students and Postdocs to study digital health, in the School of Public Health and the School of Information Technology.
2. Development of strong research collaborations through researcher and student exchanges.
3. Expanding the use of African health datasets to support safe access, advanced analysis and shared student and faculty projects based on real-world data.
4. Build digital health capacity through the development of new curriculum offered across the Schools.

The main purpose of the position is to provide administrative assistance to the Program Coordinator and the Co-Principal Investigators of the partnership at UCT. You will support administrative and financial operations, including but not limited to scholarship administration, coordination of bi-annual progress symposiums, coordination of partnership events. The position is critical to the smooth and effective functioning of HPI at UCT.

If you have strong administrative and time-management skills, good inter-personal skills, the ability to track and prioritize tasks, excellent organizational and communication skills, and you meet the criteria as listed below, then we invite you to apply for this post to support the HPI at UCT.

This is a full-time, fixed-term research appointment based at the University of Cape Town until 31 December 2028, to start **as soon as possible**.

Requirements for the Job:

- NQF6 Qualification
- A minimum of 3 years' relevant experience in office administration.
- Excellent and professional interpersonal skills.
- Solid administration skills.
- Meticulous work with attention to detail.
- The ability to work independently and accurately.
- Excellent verbal and written communication skills with the ability to clearly articulate complex scheduling requirements.
- Proficiency in Microsoft Office software (Teams, Outlook, Word, Excel, PowerPoint).
- Effective time-management skills and the ability to organize, prioritize and multi-task within a highly pressurised environment.
- The capability to meet strict deadlines.

Advantageous experience includes:

- A tertiary Degree/Diploma or equivalent.
- Experience with UCT PeopleSoft and/or SAP system.
- A solid understanding of the University's systems and procedures.
- Experience working with students and academics.

Responsibilities include:

- Support administration of fellowships and scholarships.
- Support organisation of socials, workshops, and other related meetings.
- Review finances of the school on a quarterly basis.
- Monitoring and clearing purchasing card transactions, follow up on receipts.
- Procurement of sundries and other items for the HPI Lab located in the HPI d-school building.
- Support public relations; oversee maintenance of the website and social media channels.
- Provide support for research visitors.
- Assisting the coordinator and the principal investigators with general administrative tasks.

The annual cost of employment, including benefits (*where applicable*), is between R 448 889 and R 528 105, depending on experience.

To apply, please submit the documents below in a **single pdf file** to csapplications@uct.ac.za. Please ensure the title and reference number are indicated in the subject line of the email.

- Cover letter explaining your reasons for applying and how you meet the requirements for the position.
- Curriculum Vitae (CV) with clear information about the relevant work experience that addresses the job requirements.
- Completed UCT Application form (HR201), from <https://forms.uct.ac.za/hr201.doc>

For any queries about this post, please contact the HPI administrator at hpi-admin@uct.ac.za. 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 a competency test.

Telephone: 021 650 4342

Website: <https://sit.uct.ac.za/hpi-research-school>

Reference number: E26928

Closing date: 14 October 2026

"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 <https://uct.ac.za/oic/employment-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.