



## SENIOR SECRETARY

(Payclass 6)

### DIVISION OF CHEMICAL PATHOLOGY DEPARTMENT OF CLINICAL LABORATORY SCIENCES FACULTY OF HEALTH SCIENCES

The Department of Pathology invites applicants for appointment to this **permanent** position as soon as possible.

The primary function is to support and provide administrative and secretarial assistance to the Head of Chemical Pathology and other staff within the division.

#### Requirements:

- Minimum Matric, a Secretarial diploma or higher qualification will be advantageous.
- 3 years related UCT experience.
- SAP experience will be advantageous
- Microsoft suite proficiency
- Interaction with student related complexities at a tertiary level

#### Responsibilities:

- Controlling the HOD diary and co-ordinating all appointments, and meetings
- Administrative assistance in the teaching programme for undergraduate and postgraduate students
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- Arranging divisional conferences/seminars
- Co-ordinating all HOD travel
- Performing PR functions as required within the Division
- Dealing with all correspondence including compilation of annual reports
- Assist with drafting the divisional budget by providing the HOD with regular fund reports
- Overall administrative management of the Division which includes academic research activities, HR, research grant administration, ordering and monitoring of journals

The annual remuneration package for 2018, including benefits, is negotiable between R192 251 and R226 177

To apply, please send/email: a letter of motivation, the completed [UCT Application form](#) and all other relevant documentation as indicated on the form, a maximum four page CV (no certificates), email and telephone details of 3 contactable referees to: **Mrs Adielah van der Schyff**, Department of Pathology, Room 1.02 Falmouth Building, Faculty of Health Sciences, Anzio Road, Observatory, 7925. Telephone: (021) 406-6757, email: [adielah.vanderschyff@uct.ac.za](mailto:adielah.vanderschyff@uct.ac.za), Faculty website: [www.health.uct.ac.za](http://www.health.uct.ac.za)

The application form can be (download at <http://forms.uct.ac.za/hr201.doc>)

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted.

**Reference number:** E80612

**Closing date:** 15 June 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>.

UCT reserves the right not to appoint.