



## **ADMINISTRATIVE ASSISTANT: GLOBAL SHORT ACADEMIC PROGRAMMES (Payclass 6)-3 month contract**

### **GLOBAL SHORT ACADEMIC PROGRAMMES (GSAP) UNIT**

### **INTERNATIONAL ACADEMIC PROGRAMMES OFFICE (IAPO)**

The section develops and offers short-term educational programmes which are multi-disciplinary and have an academic, cultural and experiential engagement on a variety of topics to promote internationalisation, build capacity and address global concerns. STIP works with higher education partner-providers, largely, but not exclusively, from the global North. The programmes are customised for each client institution.

STIP aims to provide short term programmes in alignment with the academic enterprise and create an operating surplus specifically designated for providing financial support to outbound UCT students participating in international short programmes. The person fulfilling the role should ideally have sufficient flexibility to work additional hours, for remuneration, as and when necessary.

The purpose of this post is to provide secretarial, administrative and logistical support to the operations of the Global Short-Term academic Programmes.

#### **Requirements:**

- An appropriate business or administrative qualification (Business Diploma, project management or General Administrative Diploma), OR 4-5 years highly relevant experience in a post with similar responsibilities to this post.
- A minimum of 2 years' relevant work experience in an International organisation/embassy or university
- Well-developed financial, administrative, travel and event/organisational skills
- Exceptional project management skills
- Excellent verbal and report writing skills.
- High level of proficiency in MS Word, Excel, e-mail and the internet.
- Accuracy and attention to detail
- Sound public relations and marketing skills
- interpersonal and communicative skills
- A commitment to the provision of excellent client service in a cross-cultural environment.
- A good understanding of short term programmes in international higher education
- Ability to develop and maintain a filing system
- Ability to manage time and prioritise tasks
- Fluency in both spoken and written English
- Willing and able to work occasional hours in the evening or on weekends

#### **Advantageous skills:**

- In line with IAPO's stated objectives to advance university graduates, a bachelors' degree in a relevant discipline would be preferred
- Experience on CRM,SAP or Microsoft Dynamics would be an advantage (or similar CRM / database/ publisher experience)
- Previous work experience at a university or comparable educational institution.
- A drivers' license

#### **Responsibilities:**

- Providing a general secretarial and administrative service to the section Manager
- Processing of purchases and P-Card in SAP
- Arranging the logistics for all the programmes, including transport, short and long-term accommodation, classroom venues, excursions.
- Administration of IARU GSP programme
- Make travel arrangements for staff and participants
- General Administration
- Developing marketing and communication materials and maintaining content on the website
- Arranging third-party access to UCT facilities

**To apply**, please e-mail the below documents in a **single pdf file** to Ms Kiki Rakiep at [kiki.rakiep@uct.ac.za](mailto:kiki.rakiep@uct.ac.za)

- 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.

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 or make a presentation.

**Telephone:** 021 650 5963  
**Reference number:** E80519

**Website:** <http://www.iapo.uct.ac.za>  
**Closing date:** 22 May 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity target. 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.