



## **ADMINISTRATIVE ASSISTANT**

(Payclass 07; Permanent, Full-time)

**School of Public Health**  
**Division of Epidemiology and Biostatistics**  
**Faculty of Health Sciences**

The Division of Epidemiology and Biostatistics invites applications for this permanent post for appointment as soon as possible. The successful candidate will be part of the administrative team that supports the teaching and learning activities within the Division of Epidemiology and Biostatistics. The main purpose of this position is: to provide high level academic and finance administrative support to the MSc and MPH programmes in the Division of Epidemiology and Biostatistics, to the Division of Epidemiology and Biostatistics generally and to the Head of the Division specifically in a manner that supports and contributes to a responsive effective and efficient service. We are looking for an experienced, self-motivated, quality-conscious person with strong interpersonal and communication skills.

### **Requirements:**

- NQF 6 level qualification
- 3 years relevant administrative experience
- Demonstrate high level proficiency to use software such as MS Office, PeopleSoft and Outlook
- Evidence of good written and spoken English
- Ability to problem solve and use initiative
- Evidence of excellent planning and organization skills
- Evidence of meticulous attention to detail and follow-up

### **Advantageous:**

- Postgraduate academic administration experience
- Sound knowledge of Vula/Amathuba
- Working knowledge of UCT policies and procedures

### **Responsibilities:**

- MPH/MSc programme and Divisional administration
- General and course administrative support
- On-line diary management
- Financial administration
- Human Resources Administration
- Postgraduate course administration
- Managing MSc and MPH applications
- Managing staff and student communications
- Coordination of examinations processes including marks processing and liaising with external examiners
- Creation and maintenance of student and other records
- Managing Vula/Amathuba sites for each module
- Ensuring efficient and effective paper and electronic filing systems
- Liaising with academic and PASS staff including AO, HoDiv and Faculty Office
- Providing administrative support to the Division including research activities
- Assistance in managing events pertaining to the Division and School
- Assistance with the procurement and supply of research or teaching-related materials
- Managing maintenance and other IT-related queries for the Division

The annual cost of employment, including benefits (*where applicable*), is between R 378 203– R 444 945 commensurate with experience level and education.

**To apply**, please e-mail the below documents in a **single pdf file** to Ansaaf Brink at [ansaaf.brink@uct.ac.za](mailto:ansaaf.brink@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.com>)
- Cover letter, and
- Curriculum Vitae (CV)

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 and pre-placement-medical assessments.

**Telephone:** 021 406 6306  
**Website:** [UCT Division of Epidemiology & Biostatistics](http://uct.ac.za/division-of-epidemiology-and-biostatistics)  
**Reference number:** E241022  
**Closing date:** 01 November 2024

*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](http://www.hr.uct.ac.za/hr/policies/employ_equity)*

UCT reserves the right not to appoint.