



## SENIOR SECRETARY

(Payclass 06)

## POSTGRADUATE ACADEMIC ADMINISTRATION FACULTY OF HEALTH SCIENCES

The Faculty of Health Sciences (FHS) consists of 14 Departments which contribute to over 3000 post graduate students. It is home to at least 300 post graduate programmes. At the heart of our vision and mission is to be the best in administration and provide excellent service to all our stakeholders. Our purpose is to strive for academic administrative excellence in order to provide a quality service to our students. The FHS academic administration post graduate office seeks to appoint, on a full-time basis, a Senior Secretary to provide the required secretarial support and excellent customer service. We are inviting self-motivated applications for the post of Senior Secretary in the Faculty's academic administration unit for appointment as soon as possible.

The main purpose of this position is to act as Receptionist to the Faculty office (Postgraduate Unit) and handle a range of front-line, secretarial and administrative duties, reporting to the manager of the Unit. The incumbent of this position will be the brand ambassador for the Faculty office.

### Requirements include:

- An NQF level 4 qualification
- 18 months to two years of relevant front-line and academic administration experience at a tertiary institution
- Sound knowledge of academic administrative processes and policies
- Ability to work under extreme pressure with competing priorities,
- Excellent time management and organisational skills within a deadline-driven environment.
- Excellent oral and written communication in English and sound interpersonal skills.
- Excellent numeracy skills
- Computer literate in Word, Excel and Outlook at an intermediate level
- A strong customer service orientation.
- A high level of honesty and integrity.
- The ability to work independently and as part of a team.
- Minute taking at Divisional meetings as and when necessary.
- Meticulous attention to detail.

### Added advantages include:

- Experience in customer query management from end to end.
- Experience in the use of Peoplesoft
- A thorough understanding of curriculum requirements, admission requirements and progression rules.

### Responsibilities include:

- Attend to walk-in queries from prospective, current and previously graduated students
- Liaise with all stakeholders: Faculty office departments and other university divisions and external stakeholders.
- Handling a range of enquiries for e.g. fees issues and general Postgraduate queries.
- Handling Faculty generic mailbox and responding to queries.
- Ensuring office supplies are ordered as and when needed.
- Ensuring approval of External Examiner payments and submission to the Examinations Office.
- Assisting with registration preparation by ensuring supervisors are linked to students and ensuring Memorandum of Understanding and Progress and Planned Activity is correctly assigned on PeopleSoft.
- Responsible for the management of the Postgraduate Office's archiving (electronic and hardcopy).
- Maintaining an organised workspace and ensuring the Faculty Office is presentable.

The annual cost of employment, including benefits, is between R 265 286 to R312 098.

**To apply**, please e-mail the completed [UCT Application form](#) (HR201) and all other relevant documentation, as indicated on the form, **in a single pdf file with the reference number in the subject line** to [pgrecruitment.fhs@vula.uct.ac.za](mailto:pgrecruitment.fhs@vula.uct.ac.za)

- The application form can be downloaded 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, and skills tests will be administered as part of the selection process

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**Reference number:** E241029

**Closing date:** 02 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.



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