



# ADMINISTRATIVE ASSISTANT

(Payclass 07; Permanent Post)

## School of Economics

## Faculty of Commerce

The School of Economics within the Faculty of Commerce seeks to employ a permanent, qualified and highly motivated individual to join the team as an Administrative Assistant. The main purpose of this position is to provide dedicated secretarial, HR and finance administrative support to the School of Economics. This includes support to the HoD and Departmental Manager. The successful candidate will have a direct reporting line to the Departmental Manager.

If you meet the requirements below, we invite you to apply for this permanent position for appointment as soon as possible.

### **Appointment for this position requires:**

- NQF 4 qualification with an administration or office management diploma
- Minimum of 2 years' demonstrable experience in a similar role including Human Resource and Financial administration
- High level of computer literacy, in particular MS Word and MS Excel
- Demonstrable experience in an ERP System (e.g. Oracle, SAP, Peoplesoft etc)
- Effective interpersonal, oral and written communication skills
- Planning, organizing and problem-solving skills
- Ability to work in a highly pressurized environment dealing with large volumes and tight deadlines
- Good time management, planning and organizational skills
- Meticulous approach and attention to detail
- Ability to multitask and work accurately with minimal supervision
- Ability to work in a team and on an individual basis
- Ability to interact with stakeholders at different levels
- Possess a high level of honesty and integrity in handling cash and finances

### **Advantages to have include:**

- Experience working in the Higher Education sector
- Knowledge of processes within Higher Education Institutions
- Knowledge of UCT HR and Finance Policy and Procedures
- Experience in Events Co-ordination

### **Key responsibilities include:**

- Human Resource Administration
- Finance Administration
- Office Administration
- Events Management

The annual cost of employment, including benefits (*where applicable*), is negotiable between R 378 203 and R 444 945 depending on skills and experience.

**To apply**, please e-mail the below documents in a **single pdf file** to [aasoe2024@vula.uct.ac.za](mailto:aasoe2024@vula.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 an assessment.

**Telephone:** 021 650 5751

**Website:** [Home page | University of Cape Town \(uct.ac.za\)](http://www.uct.ac.za)

**Reference number:** E241132

**Closing date:** 02 December 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 <https://hr.uct.ac.za/policies/employment-equity>*

UCT reserves the right not to appoint.