



ADMINISTRATIVE MANAGER

(Payclass 09)

DEPARTMENT OF HEALTH & REHABILITATION SCIENCES (DHRS)

FACULTY OF HEALTH SCIENCES

We invite applications for this position for appointment from the beginning of January 2025. The successful candidate will proactively lead and manage the department's administrative processes, procedures and operations and lead a dynamic team of administrative staff. The successful incumbent will report to the Head of Department and work closely with the Heads of Divisions, Chairs of Departmental Committees and relevant units in the Faculty of Health Sciences. The Administrative manager will also liaise with university stakeholders as required.

For detailed information on this post, please view the job description on the following link: ([view](#))

To view and apply for this position, please visit the UCT Jobs site [View](#) (For Internal Applicants) and [View](#) (For external Applicants) to create a profile and to submit your application.

Closing date: 25 November 2024

Reference:

ID 871

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

UCT reserves the right not to appoint.