



ADMINISTRATIVE OFFICER

(Payclass 08)

Department of Construction Economics & Management Faculty of Engineering & the Built Environment

Applications are invited from suitably qualified and experienced candidates for the permanent full-time position of Administrative Officer, to commence duty as soon as possible.

The incumbent must be an energetic, driven, self-starting individual, able to deal with multiple, simultaneous demands in a high-pressure environment and capable of taking complete charge of the administrative function of the Undergraduate and Honours programmes in the Department of Construction Economics and Management.

The incumbent must also have excellent communication, inter-personal skills and planning skills with a good understanding of the Higher Education environment. The incumbent will report directly to the Departmental Manager.

Requirements:

- Grade 12 qualification as well as a relevant tertiary diploma or degree and 5 years relevant academic administrative experience;
- Knowledge of University Academic Administration procedures and policies;
- Knowledge of University administrative structure and processes;
- Good verbal and written communication skills;
- Experience in servicing meetings and recording minutes;
- Ability to work well within an administrative team as well as independently;
- Well-developed and professional interpersonal and communication skills;
- Effective time-management skills and the ability to organize, prioritise and multi-task within a highly pressurised environment;
- High level of computer literacy: MSWord, Excel; Powerpoint; Outlook.
- Experience on Peoplesoft
- Experience with a Learning Management System, such as Vula.

Responsibilities:

- To manage and coordinate the academic administration of two Undergraduate programmes and three Honours programmes;
- To assist the Programme Convenors on academic administration issues;
- To follow faculty directives and processes in a professional manner;
- Support the Departmental Manager in her role of ensuring the smooth running of the department;
- Work professionally as a member of the administrative team as well as stepping in to assist when other administrative staff are ill or absent on leave;
- Offer assistance in general to the Head of Department as and when required.

The annual cost of employment, including benefits, is between **R433 709 to R510 246**

To apply, please e-mail the below documents in a **single pdf file** to Ms Anthea Williams at Anthea.Williams@uct.ac.za:

- UCT Application Form (download at <http://web.uct.ac.za/depts/sapweb/forms/hr201.doc>)
- Motivation 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 competency and pre-placement-medical assessments.

Telephone: 021 650 2045

Website: www.ebe.uct.ac.za

Reference number: E25221

Closing date: 07 March 2025

"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.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf."

UCT reserves the right not to appoint.