



# ADMINISTRATIVE OFFICER

(Payclass 08)

## Psychiatry and Mental Health

### Faculty of Health Sciences

The Department of Psychiatry and Mental health, located at Groote Schuur Hospital, invites applications to this permanent Administrative Officer post, starting 1 April 2025. The successful candidate will manage and oversee the administrative functions within the department and ensure that the needs of the Head of Department, academic & joint staff members, and PASS staff members are adequately met.

#### Requirements for the job:

- A relevant NQF 5 level qualification (Higher certificate)
- At least five years' experience, in an educational institution
- Good computer skills, particularly: MS Office suite, Internet, Peoplesoft, Vula/Amathuba or a similar system.
- Good administrative and organisational skills
- Proficiency in English and either Afrikaans or Xhosa
- Good interpersonal skills
- Diary Management
- Discretion and trustworthiness
- Flexibility and adaptability
- People centric
- Analytical thinking and problem solving
- Ability to be proactive and take initiative
- Tact and diplomacy
- Excellent listener with excellent communication and project management skills
- Managerial Skills

#### The following will be advantageous:

- Knowledge of the HPCSA and CPD accreditation processes
- Knowledge of SAP
- Experience in managing more junior administrators

#### Responsibilities:

- General and Office Administration
- Staff and administrative processes of department
- Undergrad and postgraduate administration
- Financial Administration
- Research assistance
- Human Resources
- End of year departmental function
- Departmental Lunch-time lectures
- Team supervision

The annual cost of employment, including benefits between R433 709 and R510 246.

**To apply**, please e-mail the below documents in a **single pdf file** to Shuretta Thomas at [Shuretta.thomas@uct.ac.za](mailto:Shuretta.thomas@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 4066566

**Website:** <https://health.uct.ac.za/department-psychiatry>

**Reference number:** E25124

**Closing date:** 12 February 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 including candidates with disabilities. 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.**