



ADMINISTRATIVE AND FINANCE ASSISTANT

(Payclass 07; 18-month; part-time fixed term contract)

Power Futures Lab Graduate School of Business

The Power Futures Lab (PFL) is a research group located within the Graduate School of Business at the University of Cape Town. PFL is dedicated to advancing understanding and capacity in the African power sector through research, training, and knowledge sharing. We focus on power sector investment, power markets, sector reform, and the energy transition, aiming to support sustainable power sector development across Africa. For further information visit <https://www.gsb.uct.ac.za/powerfutureslab>

PFL seeks to appoint a suitably qualified individual to the position of Administrative and Finance Assistant. Reporting to the Operations Manager, the incumbent will play a critical role in ensuring the efficient operation of PFL by providing high-quality administrative and financial support. This includes supporting daily office operations, supporting the PFL Director and team, assisting with financial reporting and preparing for audits, and support events and project-related administration.

Requirements:

- NQF 4 qualification
- At least 2 years administration and finance experience
- Excellent organizational skills with proven ability to effectively manage tasks, prioritise work, and maintain order in various responsibilities.
- Demonstrate an understanding of basic accounting principles, including financial record-keeping and reporting.
- Attention to detail to ensure accuracy and quality.
- Capability to handle multiple tasks or projects simultaneously without compromising quality or efficiency.
- Capacity to analyse issues, identify solutions, and implement effective problem-solving strategies.
- Excellent time management skills
- Clear and effective verbal and written communication skills.
- Confident in MS Office Suite: MS Word, Excel, Outlook
- Proactive and confident self-starter: Taking initiative and being self-motivated in initiating tasks or projects with minimal supervision.
- Professional and ethical: Demonstrating integrity, honesty, and ethical conduct in all professional endeavours, including cash management.
- Willingness and ability to travel for work-related purposes as required.
- Confidentiality: Ability to deal with sensitive information.

Advantageous:

- Admin/accounting /bookkeeping courses.
- Knowledge of UCT's administrative and finance systems

Responsibilities include:

- Serving as the main point of contact for PFL networks by addressing inquiries, fostering relationships, and gathering feedback to ensure stakeholder satisfaction.
- Managing the Director's schedule, communications, meeting preparations, and handling confidential information professionally as part of Director support.
- Maintaining a well-organized office, performing administrative tasks, coordinating IT support, and assisting with event logistics, including tasks that may involve heavy lifting or carrying, as part of office administration.
- Supporting financial reporting, audits, procurement, and invoicing processes with accuracy and professionalism under financial administration.

This is a fixed-term 18-month contract on a part-time basis. The cost of employment is between R315 875 and R371 618 commensurate with a 30-hour work week.

To apply, please visit <http://www.gsb.uct.ac.za/workforus>, follow the brief registration process at the bottom of the advert and submit the following documents:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter motivating your application
- Curriculum Vitae (CV)

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.

Website: www.gsb.uct.ac.za

Reference number: E25123

Closing date: 07 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. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity.

UCT reserves the right not to appoint.



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