



PERSONAL ASSISTANT TO THE EXECUTIVE DIRECTOR

(Payclass 08; Permanent)

Development and Alumni Department

The University of Cape Town (UCT) is seeking to appoint a Personal Assistant to support the Executive Director of the Development and Alumni Department (DAD). This role requires a professional individual with excellent organisational, communication, and administrative skills, capable of managing sensitive information and providing high-level executive support.

Requirements include:

- Relevant qualification at NQF Level 6.
- At least 3 - 5 years' experience as a Personal Assistant/Senior Secretary to a Senior Manager
- Proven administrative, organisational, and time management skills.
- High proficiency in MS Office (Word, Excel, Outlook, PowerPoint). iMac will be advantageous.
- Strong written, communication and interpersonal skills with the ability to engage with senior stakeholders.
- Ability to be proactive and assertive when required
- Systematic in the processing and management of documents
- Proven ability to manage confidential and sensitive matters with discretion

The following would be advantageous:

- Experience in a higher education or nonprofit environment.
- Familiarity with CRM systems and digital collaboration platforms.

Responsibilities include:

- Manage the Executive Director's diary, prioritising strategic engagements and arranging all associated logistics.
- Prepare agendas and minutes, coordinate meetings, and ensure timely follow-up on action items.
- Manage travel arrangements, including local and international flights, visas, accommodation, and itineraries.
- Handle confidential documentation and correspondence, ensuring accuracy and appropriate distribution.
- Act as liaison between the ED's office and both internal and external stakeholders.
- Assist with HR administrative tasks including onboarding, staff inductions, and interview logistics.
- Maintain electronic filing systems and assist with procurement processes, reimbursements, and P-Card administration.
- Monitor and coordinate facilities-related matters including equipment, space setup, and office maintenance.

The annual cost of employment, including benefits, is between **R433709** and **R510246**.

To apply, please e-mail the documents below in a **single pdf file** to Natasha Pipers at Natasha.Pipers@uct.ac.za

- UCT Application form (HR201) (<http://forms.uct.ac.za/hr201.doc>)

- A one-page cover letter detailing your suitability for the role

- Your CV (curriculum vitae) – *no longer than 4 pages*

Please ensure the title and reference number are indicated in the subject line.

An application that does not comply with the above requirements will be regarded as incomplete and will not be considered. Only shortlisted candidates will be contacted and will be expected to undergo an assessment.

Website: www.uct.ac.za

Reference number: E26101

Closing date: 19 January 2026

"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."

When you apply for a position at UCT, we collect your personal information to assess your application, communicate with you, and coordinate interview logistics. Information such as race, gender, nationality, and disability status is used to support our Employment Equity obligations. We also verify your references, qualifications, conduct criminal and, for certain roles, credit checks. For more information about how the University of Cape Town uses personal information and your rights, please email popia@uct.ac.za.

The University reserves the right to extend the closing date for applications if deemed necessary and reserves the right to make no appointment.