



## **ADMINISTRATIVE ASSISTANT** (Payclass 07)

### **College of Accounting** **Faculty of Commerce**

The College of Accounting is seeking to employ a permanent, qualified and highly motivated individual to join the undergraduate administrative team as an Administrative Assistant. The main purpose of this position is to proactively provide efficient and effective secretarial and administrative support to the undergraduate section. The successful candidate will have a direct reporting line to the Undergraduate Administrative Officer.

#### **Requirements:**

- Matric or equivalent qualification e.g., NQF 4
- A minimum of 2 years administrative work experience within a higher education environment
- Working knowledge of an ERP system
- Demonstrable written and verbal communication skills coupled with sound interpersonal skills
- Demonstrable computer literacy with a particular proficiency in MS Word and Excel at an intermediate level
- Good time management, planning and organisational skills
- The ability to work independently and as part of a team within a deadline driven environment
- The ability to multi-task and work accurately with minimal supervision
- Ability to take initiative
- Strong sense of client focus and service orientation
- The ability to occasionally work overtime and offer general team support if and when required

#### **Advantageous**

- NQF5 and 4 years relevant work experience
- Knowledge of UCT Policies and Procedures
- Experience in Peoplesoft, SAP and/or VULA programs

#### **Responsibilities:**

- Operations and office administration
- Marks processing
- Liaise with Academic staff and Students
- Examination's administration
- Course administration
- HR and Finance administration

The annual cost of employment, including benefits is between R337 873 and R397 499.

**To apply**, please e-mail the below documents in a **single pdf file** to [lala.nongalaza@uct.ac.za](mailto:lala.nongalaza@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 a competency test.

**Telephone:** 021 650 5717

**Website:** [www.hr.uct.ac.za](http://www.hr.uct.ac.za)

**Reference number:** E22106

**Closing date:** 21 January 2022

*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 <http://www.uct.ac.za/main/about/policies>.*

UCT reserves the right not to appoint.