



## OFFICE ASSISTANT Pay class 06

### J-PAL Africa in the Southern Africa Labour and Development Research Unit School of Economics, Faculty of Commerce

The [Abdul Latif Jameel Poverty Action Lab \(J-PAL\)](#), located in the Southern Africa Labour and Development Research Unit (SALDRU) in the University of Cape Town School of Economics, seeks a dynamic, committed and high performing Administrative Assistant to provide comprehensive administrative support to J-PAL Africa to assist us in achieving our mission of ensuring policy is informed by evidence and research is translated into action. This is a 1-year contract position.

#### Requirements:

- Grade 12 Certificate with bookkeeping, accounting or mathematics
- 1 years' relevant experience
- High level of computer literacy (Word, Excel, Email, Internet)
- Good time management skills to perform multiple tasks efficiently and in order of priority within strict deadlines.
- Good written and verbal communication skills in English
- Good numeracy skills with meticulous attention to detail
- Professionalism and good inter personal skills
- Ability to work under pressure both independently and in a team
- Problem solving ability
- Ability to regularly go between various offices in Mowbray, middle and upper campus, as well as errands off-campus.
- Energetic and self-motivated

#### Advantageous:

- Experience in project management or events planning environment would be highly advantageous
- Knowledge of SAP or any ERP system
- Knowledge of UCT systems is a benefit
- Driver's license with own vehicle

#### Responsibilities include:

- Frontline reception and general administration: filing, office organization
- Assist with administration support including: processing all purchases, advances, journals and reimbursements; purchase order management; procurement card management and reconciliation for full team, facilitate J-PAL bank account transactions, download SAP funds and balances
- Events coordination and travel administration including: organise and coordinate all logistical aspects related to events including seminars, meetings and workshops; making of all travel arrangements (booking flights, accommodation and car hire, applying for visas, travel insurance) for general staff travel and events as required
- Human resources administration: Complete HR docs for new staff, signoff by all parties. Maintain database.
- Extensive running of errands (including off-campus errands)

The annual cost of employment, including benefits, is between R 115 894 and 181 368 dependent on qualifications and experience.

To apply, please e-mail the below documents in a **single pdf file** [adminjpal@vula.uct.ac.za](mailto:adminjpal@vula.uct.ac.za)

Indicate clearly in the subject line "**A6- JPAL Admin Assistant**".

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter clearly addressing your suitability for the various responsibilities listed above
- Curriculum Vitae (CV) – maximum of 3 pages
- Transcripts of your grade 12 certificate and any other courses completed. Note this is required even though it is not called for in the HR201.

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 testing.

**Website:** <http://www.povertyactionlab.org/>

**Reference number:** E70908

**Closing date:** 15 September 2017

*UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>. For this post we seek particularly to attract candidates from the designated groups.*

UCT reserves the right not to appoint