



PROGRAMME ADMINISTRATOR

The Klaus-Jürgen Bathe Leadership Programme

Department of Civil Engineering
Faculty of Engineering & the Built Environment

The Klaus-Jürgen Bathe Leadership Programme seeks a Programme Administrator. The primary goal of the Programme is to produce graduates with outstanding leadership qualities and a strong sense of social justice, who will go on to play leading and significant roles in business, government, industry and civil society. The main purpose of the position is to fulfil the day-to-day administrative functions of the Programme. The Programme Administrator will serve as the first port-of-call for all enquiries, especially application enquiries from students.

Requirements:

- Matric plus at least 2 years administrative experience in an office environment

Advantageous:

- Working knowledge of PeopleSoft and/or SAP operating systems
- Experience in academic administration
- Experience with youth development initiatives

Competencies:

- A quick learner with ability to take initiative
- Able to write effectively in English and produce minutes
- Strong work ethic and an ability to prioritise and multi-task
- Able to interact effectively with students and provide developmental support
- Able to capture student academic performance and maintain accurate records
- Good financial skills in procuring goods and services
- Must have excellent relationship-building skills

Responsibilities:

- Administration of the application process for the recruitment of new scholars
- Collection and maintenance of academic records of all scholars
- Processing of orders, invoices, claims and payments associated with the running of the Programme
- Assisting with the compilation of financial statements on all Programme funds
- Serving as the first port-of-call for all prospective scholars and scholars already in the Programme
- Taking minutes of all meetings of the Programme (including selection meetings and Board meetings)
- Providing logistical support to Programme activities (including travel arrangements)
- Providing support and assistance to the Programme Manager and Programme Director as required

The position is a part-time appointment for two years. The incumbent will enjoy an 18-hour week, usually mornings only for 3 days a week, but some flexibility will be required.

The annual cost of employment is between R125 000 and R144 000.

To apply, please e-mail the below documents in a **single pdf file** to Ms Elly Yelverton at Elly.Yelverton@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 1228

Website: <http://www.kjbatheleadership.uct.ac.za>

Reference number: E80207

Closing date: 28 February 2018

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>

UCT reserves the right not to appoint.