



## ADMINISTRATIVE ASSISTANT

(Payclass 07, Permanent)

**Division of Ophthalmology**  
**Department of Surgery**

**FACULTY OF HEALTH SCIENCES**

The Division of Ophthalmology within the Department of Surgery, Faculty of Health Sciences invites applications for this **permanent, fulltime** Administrative Assistant position.

Requirements:

- Grade 12 (or NQF 4 equivalent)
- 5 years administrative experience (2 of these at a tertiary institution preferably in a Health Sciences Higher Education environment)
- 2-3 years proven experience in administering undergraduate or post graduate courses
- Demonstrate a high level of proficiency in using software such as MS Teams, Google Docs, Excel and Word
- Proven experience with student administration systems (e.g. PeopleSoft, Vula, etc)
- Proven experience with finance administration at a tertiary institution (purchasing, reporting on fund income and expenditure)
- Excellent written and verbal communication skills
- Ability to problem solve and use initiative.
- Planning and organising skills
- Evidence of meticulous attention to detail

Advantageous:

- Demonstrate knowledge of UCT policies and procedures.
- Website Maintenance experience using Drupal system.
- Experience with Provincial Government of the Western Cape HR and administrative processes

Responsibilities:

- Provide administrative support to the Head of the Division of Ophthalmology.
- Co-ordinate and effectively manage administrative activities for the Division including database management, all meetings and events, travel arrangements, managing division facilities, support research activities, etc.
- Daily communication and correspondence with students, academics, administrative and Faculty staff
- Human resources administration across UCT and PGWC platform
- Administrative support to all undergraduate activities in the Division
- Administrative support to all post graduate activities in the Division
- Training laboratory administrative support (Booking of flights, accommodation, travelling to and from the hospital.
- Financial administration for the division

The 2020 annual remuneration for this full-time position was between R309 414 and 364 017 and will be based on skills and experience.

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

- UCT Application Form completed in full (download the HR201 at <https://forms.uct.ac.za/#HumanResources> )
- Cover letter, and
- 3-page Curriculum Vitae (CV)
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**Telephone:** 021406 6475

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

**Reference number:** E21128

**Closing date:** 08 February 2021

Please ensure the title and reference number are indicated in the subject line as follows **Administrative Assistant\_(ref number)\_ your initial and surname**. Please name your application document as follows **(reference number)\_Surname\_Initials**.

An application which does not comply with **ALL** the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted.

*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 black South African (i.e. African, Coloured and Indian) candidates.*

UCT reserves the right not to appoint.