



ADMINISTRATIVE ASSISTANT (RESEARCH): HEARING IMPAIRMENT GENETICS STUDY IN AFRICA

(12 months, T1 fixed-term contract)

**DIVISION OF HUMAN GENETICS, DEPARTMENT OF PATHOLOGY
FACULTY OF HEALTH SCIENCES**

The Hearing Impairment Genetics Study in Africa (HIGENES) in the Division of Human Genetics seeks to fill a research assistant position which is fully funded. Applications are invited from suitably qualified candidates for a fixed term contract T1 position of an Administrative Assistant (Research) for appointment from 1 February 2019. This position is renewable depending on funding and satisfactory performance.

Minimum requirements:

- Grade 12
- Minimum Secretarial Diploma/Office Administration Diploma, a bachelor degree is preferable
- At least 2 years' experience a research administrator or administrative assistant
- Evidence of strong administrative skills and attention to detail
- Evidence of training or experience in Finance/Accounting
- Experience and knowledge of policies and procedures related to finance at a tertiary institution
- Computer Literacy in MS Office, particularly Excel
- Ability to work efficiently, with attention to detail and independently
- Ability to meet deadlines
- Ability to work within a team
- Good communication skills

Advantageous:

- Previous experience in finance administration
- Good knowledge of the research environment
- Events and meeting coordination

Responsibilities:

- Placing of purchase orders
- Financial administration relating to procurement
- Purchase card clearance
- Maintain financial database
- Support staff and students in HR, maintain database of personnel
- Support for events organization and research logistics
- General administration

The annual cost of employment, including benefits for this, fixed term contract is between R174 681 and R320 639, depending on qualification(s) and experience.

To apply, please e-mail the below documents in a **single pdf file** to Dr Carmen de Kock at carmen.dekock@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- 3 page Curriculum Vitae (CV)

Candidates may make informal enquiries in confidence to Dr Carmen de Kock at carmen.dekock@uct.ac.za

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

Telephone: 021 650 5764

Website: www.health.uct.ac.za

Reference number: E81038

Closing date: 05 November 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.