



ADMINISTRATIVE ASSISTANT

(Payclass 07)

SCHOOL OF LANGUAGES & LITERATURES **FACULTY OF HUMANITIES**

The School of Languages and Literatures invites applications for this permanent post for appointment as soon as possible. The successful candidate will provide administrative and secretarial support to various sections of the School, as well as to the Senior Administrative Officer (SAO). The School of Languages & Literatures comprises the following sections: African Languages, Afrikaans, Arabic, Chinese, Classics, Creative Writing, French, German, Hebrew, Italian, Portuguese and Spanish. **The School of Languages and Literatures largely operates face-to-face, and the competency assessments will be conducted in person. Strict Covid-19 regulations will be applied.**

The Administrative Assistant is responsible for the administration of the Arabic, Classics, French, German, Hebrew, Italian, Portuguese and Spanish Sections. Administration of the School's inter-faculty service programmes is an important aspect of this post. In addition to course administration, the incumbent will also coordinate departmental events, provide research administration and may serve as First Aid and Health and Safety Officer.

Requirements:

- NQF4 (Matric) with a minimum of 3 years' relevant experience in a tertiary education environment
- Experience with academic administration systems including Vula, Peoplesoft or equivalent
- Course administration at undergraduate and/or postgraduate level
- High-level of computer literacy (MS Office suite, email and internet)
- Excellent written and verbal communication skills
- Strong interpersonal, organisational, time management and problem-solving skills
- The ability to work productively under pressure as part of a team and independently

The following would be advantageous:

- University degree or other tertiary qualification
- Some competence in one or more of the languages offered by the School
- Experience in event coordination and research administration

Responsibilities:

- Course administration at both undergraduate and postgraduate levels
- Coordination of examinations processes including marks processing and liaising with external examiners
- Ensuring efficient, course printing and effective paper and electronic filing systems
- Liaising with SAO, HOD and section heads on administrative and budget issues
- Maintenance of student and other records, and the provision of information
- Health and Safety Officer, First Aid Officer, and all Department Third Party Requests
- Event management, knowledge of Web CMS and eRA

The annual cost of employment for this position in 2021, including benefits, is between **R 321 172 and 377 850**

To apply, please e-mail the below documents in a **single pdf file** to Shirley Whitmore at Shirley.whitmore@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 an assessment.

Telephone: 021 650-2607

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

Reference number: E211121

Closing date: 28 November 2021

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 www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf.

UCT reserves the right not to appoint.