



## **SENIOR SECRETARY** **(4 month fixed term contract)**

### **Environmental & Geographical Science** **Faculty of Science**

The Environmental and Geographical Science Department seeks to appoint a full-time temporary Senior Secretary for appointment from 1<sup>st</sup> November 2017 to 28th February 2018 as a leave replacement. If you have the required qualifications and experience, you are invited to submit your application for this position.

#### **Requirements:**

- Minimum of 2 years' directly relevant experience
- Good computing skills (MS Word, Excel, Internet and Email)
- Good customer service ethic and inter-personal skills
- Good communication (verbal and written) skills and organisational abilities
- Be able to work with own initiative, as well as part of a team
- Experience with capturing and recording of data
- Experience with post graduate student administration
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PeopleSoft will be advantageous.

#### **Responsibilities:**

- General and office administration
- Postgraduate administrative support
- Records administration and marks processing
- Front office assistance

The annual cost of employment is between R 115 894 and R181 368.

**To apply**, please e-mail the below documents in a **single pdf file** to [sharon.adams@uct.ac.za](mailto:sharon.adams@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:** 021 650-2873

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

**Reference number:** E70916

**Closing date:** 29 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>*

UCT reserves the right not to appoint.