



# SENIOR SECRETARY

(Payclass 06)

## Department of Human Biology Faculty of Health Sciences

The Department of Human Biology invites applicants for appointment to this **permanent** position as soon as possible.

The primary function is to provide administrative and secretarial support to the undergraduate and postgraduate administrators and course conveners.

### Requirements:

- Grade 12 certificate or an equivalent qualification e.g. NQF 4 coupled with preferably a tertiary secretarial qualification
- Minimum two years' administrative experience in a higher education environment
- Excellent interpersonal skills
- Ability to communicate effectively (verbally and in writing) within and outside of the university community
- High degree of proficiency in MS Word and MS Excel, specifically understanding MS Excel formulas and application to marks processing is essential
- Knowledge of the University's administrative procedures PeopleSoft and VULA, equivalent or similar
- High level of organizational skills
- Ability to problem solve and multi-task
- Good numeracy and literacy skills
- Ability to maintain confidentiality

### Advantageous:

- A post-matric qualification relevant to secretarial work and/or office administration.
- Experience in undergraduate and postgraduate administration.

### Responsibilities:

- Assisting with course administration, support to the undergraduate and postgraduate administrators and conveners, and academic administration of courses (timetables, lecture material, etc.).
- Manage the purchasing credit card for the department
- Manage all the stationery orders for the department
- Diary Management for course conveners
- Conducting marks processing.
- Assist with booking of venues and time tables for the administrators both Undergraduate and Postgraduate activities by liaising with relevant people to ensure availability of teaching venues and equipment.
- Assisting with Administering examination processes.
- Liaising with students and staff of undergraduate and postgraduate programmes; external and internal examiners; departmental and faculty administrators.

The 2018 annual remuneration for this full-time position is R192 251 to R226 177 and will be based on skills and experience.

**To apply**, please e-mail the below documents in a **single pdf file** to Mrs. Patience Zantsi at [Patience.Zantsi@uct.ac.za](mailto:Patience.Zantsi@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 will be required to undergo a computer literacy test in MS word & Excel.

**Telephone:** 021 404 7706  
**Website:** [www.health.uct.ac.za/fhs/departments/human-biology](http://www.health.uct.ac.za/fhs/departments/human-biology)  
**Reference number:** E90114  
**Closing date:** 15 March 2019

*UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at [www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf). For this post we seek particularly to attract black (i.e. African, Coloured or Indian) South African candidates.*

UCT reserves the right not to appoint.