



# ADMINISTRATIVE ASSISTANT (Payclass 07)

College of Accounting

Faculty of Commerce

The College of Accounting seeks to appoint a full-time, permanent, Administrative Assistant in the undergraduate section. The main purpose of this position is to proactively provide efficient and effective secretarial and administrative support to the undergraduate section. The successful candidate will have a direct reporting line to the Undergraduate Administrative Officer.

## Requirements:

- An NQF4 qualification.
- 2 years of relevant academic administration experience within a higher education environment.
- Extensive experience in course administration and student engagement.
- Demonstrable ability to display initiative and provide general support.
- Demonstrable computer literacy with proficiency in Microsoft Office, with advanced skills in MS Excel (For example using, formatting, IF statements, VLOOKUP and pivot tables).
- Demonstrable experience of an ERP system.
- Demonstrable verbal and written communication skills coupled with sound interpersonal skills.
- Strong sense of client focus and service orientation.
- Demonstrable ability to work independently and as part of a team within a deadline-driven environment, and occasionally work overtime.

## Advantageous

- Previous experience in VULA, Amathuba and PeopleSoft.
- NQF5 and a minimum of 4 years of relevant academic administration experience.
- Knowledge of UCT Policies and Procedures.

## Responsibilities:

The Administrative Assistant (Undergraduate) takes primary responsibility for:

- Operations and office administration
- Marks processing
- Liaise with Academic staff and Students
- Examination administration
- Course administration

The annual cost of employment, including benefits is between R 358 146 and R 421 349

**To apply**, please e-mail the below documents in a **single pdf file** to **coadminass@vula.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 competency and pre-placement-medical assessments.

**Telephone:** 021 650 5717

**Website:** <https://commerce.uct.ac.za/college-accounting>

**Reference number:** E24303

**Closing date:** 11 April 2024

*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.hr.uct.ac.za/hr/policies/employ\\_equity](http://www.hr.uct.ac.za/hr/policies/employ_equity)*

UCT reserves the right not to appoint.