



ADMINISTRATIVE ASSISTANT

(Payclass 07; Permanent Post – Soft Funded)

**Southern Africa Labour and Development Research Unit
(SALDRU)
School of Economics
FACULTY OF COMMERCE**

SALDRU is based in the School of Economics at the University of Cape Town. The unit carries out research and capacity building in applied empirical microeconomics with an emphasis on poverty and inequality, labour markets, human capital and social policy. The unit seeks to appoint an Administrative Assistant to provide comprehensive support to Director, Deputy Director and other members of SALDRU with administrative and logistical support, while also providing a frontline reception function. The role is past-paced, and high pressured, requiring the ability to juggle multiple tasks and deadlines. The position is soft-funded, meaning it is funded through external sources, and remains in place as long as funding is available.

Requirements include:

- A minimum NQF4 qualification
- Driver's license

Requirements for the job:

- 3 years relevant office administration experience (the ability to perform the different aspects of Administration as indicated in the Position Description for this role)
- 1 year of event coordination experience
- Computer literacy, with high proficiency in MS Word and medium proficiency in MS Excel
- Good time management, planning and organizational skills to perform multiple tasks efficiently and in order of priority.
- Proficiency in written and verbal skills in the English language
- Professionalism and good interpersonal skills
- Ability to work under pressure both independently and in a team.
- Strong sense of client focus and service orientation
- Must be meticulous and show attention to detail
- Ability to interact with stakeholders at different levels
- Possess a high level of honesty and integrity in handling cash and finances

Advantageous:

- 1 year Secretarial /Administration or Office Management Diploma
- Knowledge of SAP or any ERP system
- Knowledge of UCT and/or higher education processes

Responsibilities include (Applicants are encouraged to review the full Position Description for an understanding of the role):

- General administration includes filing, travel arrangements, minute taking, completion of finance and admin forms
- Human Resource administration
- Frontline Reception
- Events coordination administration
- Any other adhoc administrative duties as required

The annual remuneration package, including benefits, is between **R394 844** and **R464 523**, dependent on qualifications and experience.

To apply, please e-mail the below documents in **a single pdf file** to Tania Hendricks at saldruadmin@vula.uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>);
- A letter of motivation, highlighting and clearly addressing your qualifications and relevant experience; and
- Curriculum Vitae (CV) with at least 3 contactable referees.

Please ensure that the position title and reference number are indicated in the subject line of your email.

An application which does not comply with the above requirements will be regarded as incomplete and might not be considered. Only short-listed candidates will be contacted and may be required to complete competency assessments as part of the selection process.

Telephone: 021 650-1808

Website: www.saldru.uct.ac.za

Reference number: E25607

Closing date: 16 June 2025

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.

UCT reserves the right not to appoint.