



# ADMINISTRATIVE ASSISTANT

(Payclass 07; T2 post, until July 31, 2027)

## Centre for Social Science Research

### Faculty of Humanities

The purpose of this position is to provide centralized administrative support to the Centre for Social Science Research including the administration related to: HR and new appointments, routine finance tasks, travel and events, seminars, publication capture, on and offboarding staff, venue bookings, procurement of supplies, oversight of assets, and other administrative assistance to the Centre's research and operational staff as needed.

#### Requirements for the job:

- Matric and NQF5 Higher certificate in office administration or a related field
- 3 years' relevant experience in administrative or operational work

#### As well as:

- Computer literacy in MS Office suite and familiarity with filesharing platforms
- Excellent oral and written English communication skills
- Excellent organisational and time management skills, including the ability to prioritise one's workload and produce accurate, detailed work within deadlines
- The ability to work independently and as part of a team, to multi-task, and to operate in a deadline driven environment

#### The following will be advantageous:

- NQF6: National diploma in office administration or a related field
- Experience in a research institute
- Experience in website design, such as Drupal
- Experience in website maintenance
- Experience of planning, organizing and delivering large events
- Knowledge of UCT's internal administrative processes (HR Payroll & Finance) protocols and platforms.

#### Responsibilities:

- Centre Support
- Financial and Human Resources support
- Asset Management
- Research Support

The annual cost of employment, including benefits (*where applicable*), is between R 394,844 – 464,523

**To apply**, please e-mail the below documents in a **single pdf file** to Ms Natalie Davidson ([DVDNAT009@myuct.ac.za](mailto:DVDNAT009@myuct.ac.za))

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter outlining how you meet the requirements for the post, 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.

**Reference number:** E25604

**Closing date:** 20 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 including candidates with disabilities. 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.