We invite applications from suitably qualified and experienced candidates for this permanent position of Administrative Assistant in the Upper Campus Maintenance Department. The applicant must be a confident, self-motivated, highly organized person with strong interpersonal, communication and customers services skills.

Minimum requirements
- Grade 12 Certificate or an Equivalent qualification (NQF Level 4)
- 5 Years' administrative experience of which 2 years is practica; experience in Built environment such as Maintenance & Operations.
- Computer Literacy (MS Word, MS Excel and Email)
- Working knowledge of Archibus / SAP or any other ERP (advantageous.)
- Excellent organization skills
- Good written and verbal skills
- Good Interpersonal skills
- Customer Focus

Responsibilities:
- Provide Full Administrative Support to the Department
- Generate requisitions for purchase orders and follow-up thereof.
- Process Invoices
- Feedback to Clients and Vendors
- Manage Office Documentation and Filling
- Liaise with Upper Campus and Residence Maintenance Manager and Staff.

The annual cost of employment, including benefits (*where applicable*) is between R394 844 and R 464 523

To apply, please e-mail the below documents in a **single pdf file** to nadine.adriaanse-petersen@uct.ac.za
- UCT Application Form (download at http://forms.uct.ac.za/hr201.doc);
- A letter of motivation; and
- Curriculum Vitae (CV).

Please ensure the title and reference number is 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 assessments.

Reference number: E25932   **Closing date:** 31 December 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.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf. "

When you apply for a position at UCT, we collect your personal information to assess your application, communicate with you, and coordinate interview logistics. Information such as race, gender, nationality, and disability status is used to support our Employment Equity obligations. We also verify your references, qualifications, conduct criminal and, for certain roles, credit checks. For more information about how the University of Cape Town uses personal information and your rights, please email popia@uct.ac.za.

The University reserves the right to extend the closing date for applications if deemed necessary and reserves the right to make no appointment.