



ADMINISTRATIVE OFFICER (x2 POSTS)

(Permanent; Payclass 08)

Department of Information Systems Faculty of Commerce

The Department of Information Systems seeks to appoint a full-time, permanent, Administrative Officer. The main purpose of this position is to perform a full range of academic and research administrative functions. These functions include effective, efficient high quality administrative services, academic and student support for the department. The incumbent needs to lead themselves, as well as provide leadership in developing own and others' capabilities, must also play a leading role in collaboration both internally and externally.

Requirements for the position:

- A relevant tertiary qualification at NQF 5 level (or 120 credits of NQF 6/7 qualification)
- A minimum of 3-years relevant higher education working experience
- Extensive experience in course administration and student engagement
- Demonstrable understanding of research output recording and classification
- Advanced computer literacy: Competence in Microsoft Office, particularly Excel
- Working experience in an LMS (for example Vula) and an Enterprise student administration system (for example PeopleSoft)
- Demonstrable intermediate communication, written and verbal skills in the English language
- Experience working in a deadline-driven environment
- Demonstrable initiative, working independently and as part of a team

The following would be advantageous:

- Experience with managing and capturing of research outputs
- Experience in PeopleSoft, Brightspace (Amathuba), VULA, eRA and WebNow
- An NQF 6 qualification
- 5 years relevant experience
- Knowledge of Higher Education administration, policies, and procedures
- Competence in database management
- Prior experience in servicing committees

Responsibilities include:

- Provide efficient course administration support and record keeping, including effective communication with convenors and students
- Ensure the effective management and reporting of the allocated courses from an administrative perspective
- Managing and capturing of research outputs
- Create and maintain class scheduling and manage application and registration in Peoplesoft
- Provide operations and teams' support
- Administer and maintain Vula sites for allocated courses
- Administer Examination Process (including supplementary exams)
- Tutor and external examiner appointments and payments

The 2022 annual remuneration package, including benefits, is between **R371 131** and **R436 624**.

To apply, please compile the following documents in a **single pdf file** and e-mail the file to INF-AO2022@vula.uct.ac.za

1. UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
2. Motivation letter, and
3. 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 and will be disqualified. Only shortlisted candidates will be contacted, and maybe required to undergo competency assessments as part of the selection process.

Telephone: 021 650 4258

Website: www.hr.uct.ac.za

Reference number: E22992

Closing date: 15 December 2022

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.

UCT reserves the right not to appoint.