



ADMINISTRATIVE ASSISTANT

(Payclass 07 – Full time T2 contract, 3 years)

Department of Biological Sciences / MARIS in the Faculty of Science

Faculty of Science

The Marine and Antarctic Research centre for Innovation and Sustainability (MARIS), a UCT accredited research unit administratively hosted in the Department of Biological Sciences, invites applications for the position as full-time **administrative assistant** for appointment as soon as possible. MARIS is an interdisciplinary multi-department and multi-faculty research unit, aggregator of competence and expertise that considers multiple bodies of knowledge (including academic and technological) in relation to societal benefits, with the overarching aim of enhancing the production of knowledge and human capacity in marine and Antarctic research. The research is articulated into three foci, which are central to the UCT research strategy of Vision 2030: Antarctic and Southern Ocean, marine research on the southern Africa margin, and innovation in marine engineering. MARIS promotes and manages inter- and transdisciplinary marine research projects where more than one department is involved, or where dedicated administrative expertise/effort is not available within one department. Administrative personnel, post-doctoral and research fellows are seen as shared assets of MARIS, independent of their formal positioning within the participating departments.

Requirements:

- NQF Level 4 with bookkeeping, accounting, or maths subjects plus a minimum of 3 years' relevant experience, preferably in a tertiary education environment.
- Experience with UCT financial and administrative policies and procedures
- Excellent computer skills: MS Office (especially Excel) - Email - Internet - Online meeting tools such as MS Teams, Zoom, Slack, etc.
- Experience with SAP system
- Excellent and professional interpersonal skills which demonstrate a maturity for working with students, academics, and external stakeholders.
- Meticulous work with attention to detail.
- The ability to work pro-actively, both independently and as part of a team.
- Excellent verbal and written communication skills.
- Effective time-management skills and the ability to organize, prioritize and multi-task within a highly pressurised environment.
- The capability to meet strict deadlines.

The following will be advantageous:

- Financial Diploma, Office Administration Diploma, or equivalent qualification
- Experience with eRA
- A solid understanding of the University's systems and procedures.

Responsibilities:

- Process reimbursements, advances, clearing of advances, S&Ts, mileage claims, preparing journal entries, receipt & invoice requisitions for fund holders
- Purchase items online and request purchase orders as required
- Implement and maintain a relevant finance document management system and produce monthly SAP reports for fund holders of research funds
- Complete HR appointment forms and related paperwork for appointments. Advise researchers on HR policies and procedures.
- Capturing of Postgrad and Postdoc bursary forms & journals on Peoplesoft.
- Assist the fundholders with Postdoc appointments and assist Postdocs with the registration process
- Acting as first point of contact for MARIS and responding to general enquiries from the public.
- Maintain financial liaison between faculties / departments / sections
- Maintaining inventory of MARIS assets and store.
- Arranging meetings and taking minutes of meetings when requested

This is a full-time T2 contract for 3 years. The annual cost of employment for 2022, including benefits is between R337 873 and R397 499.

To apply, please e-mail the documents below in a **single pdf file** to the MARIS Director director.maris@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV) with at least 3 contactable referees.

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 required to undergo a competency test.

Contacts: 021 650 3604

Website: <http://www.maris.uct.ac.za>

Reference number: E22989

Closing date: 16 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.hr.uct.ac.za/hr/policies/employ_equity

UCT reserves the right not to appoint.