ADMINISTRATIVE OFFICER

(Payclass 08)

Cancer Research Initiative

Faculty of Health Sciences

Please note that only applications from suitably qualified members of the permanent and temporary UCT staff will be considered.

Introductory paragraph

The Cancer Research Initiative (CRI) based in the Faculty of Health Sciences facilitates and supports interdisciplinary cancer research. The CRI has been awarded an NIHR Global Research Group grant to improve early diagnosis of cancer - the African aWAreness of CANcer and Early Diagnosis (AWACAN-ED) project. The CRI is looking to appoint an Administrative Officer to support the AWACAN-ED research team as well as the activities of the CRI. This is a full-time 3.5 year contract position (Payclass 08), based in Cape Town.

Requirements for the job:

- A minimum of NQF 6 level qualification and above in office administration or related field.
- 3-5 years' experience in a higher academic institution
- Experiencing managing project finances
- Experience of records management (electronic and non-electronic)
- Ability to develop, maintain and implement procedures
- Proven ability in coordination of diverse and high-level administrative functions, as they relate to multiple collaborators or consortia
- Organisational and planning skills, time- and activity-management skills, and a proven ability to work accurately under pressure and to tight deadlines
- Ability to efficiently interact with individuals from diverse professional and non-professional backgrounds, including internal (UCT) and external stakeholders: both in person and remotely
- Excellent written and oral communication skills in English
- Proficiency in MS office suite, electronic mail and use of internet
- Authorization to work in South Africa

The following will be advantageous:

- Experience in events organization and management
- Experience in administrative support to projects with several collaborators/networks
- Adaptable, willingness to learn and apply new skills
- Experience working with University of Cape Town administrative systems e.g. UCT finance and human resource systems

Responsibilities:

- Day-to-day administrative support to the AWACAN-ED project and CRI team: this includes but not limited to scheduling of meetings, drafting, and circulating meeting agendas and minutes, reception and communication duties, purchase of office equipment and supplies
- Serve as the point person for Ethics and Institutional Committee application correspondence
- Assist with staff recruitment and maintain project human resource records
- All project records management administrative support: drafting, filing, and circulating to relevant parties
- Project financial management e.g. managing petty cash, processing purchase orders
- Liaison role between the AWACAN-ED project and other key stakeholders: this includes providing relevant and accurate information to project staff and students, collaborators, and investigators.
- Liaison role between the CRI and cancer researcher, clinicians, students and other key stakeholders. Events co-ordination and management support (e.g., send invitation to attend the workshop/courses or webinars, source quotes from service providers, prepare purchase orders, prepare budgets)
- Provide general support to the project research team

Effective start date: 1 April 2022 or as soon as possible

1. The annual cost of employment, including benefits (*where applicable)*, is between R371 131.00 and R435 624 041.00

To apply, please e-mail the below documents in a **single pdf file** to] Dr C Nnaji - chukwudi.nnaji@uct.ac.za

- UCT Application Form (download at http://forms.uct.ac.za/hr201.doc)
- Cover letter, 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: E22211

Closing date: 23 February 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.