



ADMINISTRATIVE ASSISTANT NRF AND RESEARCH AWARDS (Payclass 07) **Postgraduate Funding Office**

The Postgraduate Funding Office (PGFO) is responsible for the management and administration of postgraduate and postdoctoral awards at UCT. It also monitors the postgraduate and postdoctoral sectors and the development of policies and procedures for financial and other types of support.

The PGFO seeks to appoint a suitably experienced incumbent to the position of **Administrative Assistant: NRF and Research Awards**. This is a permanent position, for filling with immediate effect. The main purpose of the position is to contribute to the overall service provided by the PGFO, with focus on providing high-level support to the Administrative Officer with administration of National Research Foundation (NRF) and Research Awards, including the postdoctoral sector.

Requirements:

- Matric with 4 years' relevant experience or post matric qualification with 3 years' relevant experience in a university postgraduate student funding or research council environment.
- Exposure and experience with an online student funding platform
- Demonstrable client servicing skills, with a strong student-oriented focus
- Proven organisational and planning skills
- Ability to multi-task and meet competing deadlines
- Meticulous attention to detail
- Ability to work under pressure
- Excellent interpersonal and teamwork skills
- Proficiency in MS Office Suite and database management
- Excellent written and verbal communication skills
- Maintain high level of confidentiality
- Honesty to handle cash or finances

The following would be advantageous:

- Working in a postgraduate funding environment
- Knowledge of UCT Policies and Procedures
- Experience with PeopleSoft or similar student administration system
- Experience with the NRF online system or similar student funding platform

Responsibilities:

- Postgraduate awards administration, with a focus on NRF and Research awards
- Front desk administration and student support
- Client, student and stakeholder liaison, including with the NRF
- Support for online platforms and student administration systems
- Assistance with document preparation for selection committees and processes
- Assisting with financial administration including processing of payments
- Data-capturing on student and funder administration systems
- Preparation and submission of funder reports
- Processing of annual progress reports and renewal applications
- Responding to queries (telephonic, written and walk-in)
- Supervising filing and record keeping and annual archiving activities
- The annual cost of employment, including benefits is R 394 844-R464 523

To apply, please e-mail the below documents in a **single pdf file** to Mrs Hayley Mackrill at Hayley.Mackrill@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 competency and pre-placement medical assessments.

Telephone: 021 650 1920

Website: <http://www.students.uct.ac.za/students/fees-funding/postgraduate-degree-funding>

Reference number: E25702

Closing date: 17 July 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.hr.uct.ac.za/hr/policies/employ_equity

UCT reserves the right not to appoint.