



## SECRETARY

(Payclass 06; Part-Time, 20-Hours)

### Department of Psychiatry and Mental Health Faculty of Health Sciences

The Department of Psychiatry and Mental Health at the University of Cape Town is seeking to employ a part-time, 20 hours a week, Secretary on a T1 contract to assist with student and research-related administration for the Vera Grover Chair and Professor of Intellectual Disabilities.

#### Requirements for the job:

- Matric or NQF 4 equivalent
- At least two years' experience, preferably in an educational institution
- One-year office management experience
- Good computer skills, particularly: MS Word, Excel, Power Point, Internet and email
- Good administrative and organizational skills
- Excellent interpersonal and teamwork skills
- Proficiency in English and either Afrikaans or IsiXhosa
- Excellent written and verbal communication skills

#### The following will be advantageous:

- Knowledge of UCT Policies and Procedures
- Experience with PeopleSoft or similar student administration system

#### Responsibilities:

- Correspondence management and record-keeping, including student related record-keeping
- Typing of agendas, minutes, examination papers, course outlines, letters, research and administrative reports, lecture and conference presentation notes
- Administrative and logistical duties for meetings, lectures, seminars and conferences
- Postgraduate student liaison, admissions administration and course convenor support for the MPhil in Intellectual Disability
- Research –related administrative support
- General administrative duties
- Diary management and client liaison
- Ad hoc support to the work of the department

The annual cost of employment, including benefits (*where applicable*), is between **R94 387,20 and R173 776,53**

**To apply**, please e-mail the below documents in a **single pdf file** to Sandy Sileku at [sandy.sileku@uct.ac.za](mailto:sandy.sileku@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.

**Telephone:** 021 650 1641

**Reference number:** E25969

**Website:** [www.psychiatry.uct.ac.za](http://www.psychiatry.uct.ac.za)

**Closing date:** 09 November 2025

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.

*"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](http://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](mailto: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.**