



## Administrative Officer (Payclass 8)

### Centre for Law and Society

### Faculty of Law

We are looking for an experience, qualified and highly motivated person, to provide support to the Directors, Staff and Programmes of the Centre for Law and Society.

#### **ACTIVITIES AND RESPONSIBILITIES INCLUDE:**

- Full responsibility for the day to day administration and office management of CLS
- Developing and maintaining administration and information management systems
- General assistance to the Director of the Rural Women's Action Research Programme and Director of the Centre for Law and Society (this may involve some travelling, both within Cape Town and nationally)
- Minute taking and record keeping
- HR (including management of *ad hoc* and longer term contracts to ensure consistency and continuity)
- Coordinating staff movements, diary and leave management
- Management of asset register and assets (e.g. computers, tape recorders, cameras etc)
- Overseeing submissions for and drafting of annual reports

#### **RESEARCH SUPPORT DUTIES:**

- Arranging workshops, conferences or seminars for the Centre
- Booking flights, cars, accommodation for fieldwork/research staff
- Inputting publication count
- Ensuring biographical information is updated on all relevant website (CLS, PBL, NRF etc)
- Assisting with FRC, URC, NRF and other funding applications
- Funds prospecting, including maintaining a database of relevant funders
- Setting up interview with research respondents as necessary
- Collating and inputting data as necessary
- Setting up meetings for researchers as necessary
- Typing reports

#### **FINANCIAL DUTIES:**

- Provide necessary information and support to the Financial Administrator for funds reporting
- Arranging purchase orders, following up payment, ensuring payment and attending to queries
- Managing SAP/R3 reporting and human resource functions
- Assist Financial Administrator with management and maintenance of research funds
- Prepare monthly reconciliation of credit card expenditure for approval by Financial Administrator

#### **REPORTING:**

- Assist with collection of material and compilation of narrative reports to all funders
- Manage all grant related documentation
- Assist with managing financial reporting, including reporting to funders

#### **TEACHING SUPPORT:**

- Providing support to Centre staff in respect of teaching commitments (e.g. ensuring that readings are available, managing the Vula sites, etc).

#### **OTHER:**

- Maintaining the Unit's Resource Centre

- Overall space management (physical resource management)
- Develop relations with key collaborators and rural partners

**REQUIREMENTS INCLUDE:**

- At least 5 years' experience with UCT administration and finance systems (SAP R/3), preferably in a research environment OR significant comparable administrative experience in the non-governmental sector.
- Strong interpersonal and written/verbal communication skills
- Ability to work flexibly, independently and accurately with minimal supervision
- Excellent organisational and time management skills
- Extensive knowledge of MS Word, MS Powerpoint, MS Excel and, preferably, UCT software
- Ability to speak one or more African languages would be an advantage

The annual remuneration package, including benefits for 2013, is between R214 484 and R252 318.

Anticipated starting date: January 2014.

**TO APPLY**, please e-mail the completed [UCT Application form](#) (HR201) and all other relevant documentation as indicated on the form, with the subject line "**Administrative Officer**" followed by the reference number to Jemima Thomas at [jemima.thomas@uct.ac.za](mailto:jemima.thomas@uct.ac.za)

**Please note:**

- The application form can be downloaded at <http://web.uct.ac.za/depts/sapweb/forms/hr201.doc>
- An application which does not comply with the above requirements will be regarded as incomplete.
- Only shortlisted candidates will be contacted and will be required to complete a competency test.

**Address:** Centre for Law and Society, Faculty of Law, UCT, Rondebosch, 7700

**Tel:** (021) 650 5906

**Faculty website:** [www.law.uct.ac.za](http://www.law.uct.ac.za)

**Reference number for this post:** I-2800

**Closing date:** 26 September 2013

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