



ADMINISTRATIVE ASSISTANT

(Payclass 07; Permanent)

OPERATIONS UNIT

COMMUNICATION AND MARKETING DEPARTMENT (CMD)

UCT's Communication and Marketing Department (CMD) invites applications for a competent, experienced **Administrative Assistant** to provide efficient administrative support and contribute to the department's effective functioning in a high-pressure environment.

- To provide comprehensive administrative support to all units within the Communication and Marketing department, including all HR & Finance-related administrative tasks.
- The role also involves delivering efficient projects and event administrative assistance across the department as needed.
- Provide high-quality, organised, and efficient support to all levels of management, executive leadership, and the finance department.
- To maintain an accurate and up-to-date department asset registry.
- To accurately and diligently service departmental meetings by providing administrative support, e.g., preparing agendas, meeting scheduling, meeting minutes, etc.
- Provide general front of office, receptionist, and administrative support to the Communication and Marketing department.
- As and when required, support, complete the work of, and act on behalf of any other member of the unit with the line manager and/or with the agreement of the CMD Executive.
- Offer operational support on an as-needed basis, including handling courier requirements, procuring goods, and attending to other departmental needs.

For detailed information on this post, please view the job description on the following link: ([view](#))

To view and apply for this position, please visit the UCT Jobs site [View](#) (For Internal Applicants) and [View](#) (For external Applicants) to create a profile and to submit your application.

Closing date: 10 April 2026

Reference:

ID 1313

"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 <https://uct.ac.za/oic/employment-equity>

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.

The University reserves the right to extend the closing date for applications if deemed necessary and reserves the right to make no appointment.