RESEARCH ADMINISTRATOR

(Payclass 08; Full-time - 14 months)

Department of Medicine
Faculty of Health Sciences

UCT EthicsLab is looking for a new research administrator for appointment as soon as possible. This soft-funded position is initially offered to the end of August 2026 with possibilities for extension depending on future grant funding. The EthicsLab is a supportive and dynamic small team based at the UCT NeuroScience Institute and the Department of Medicine. To get a sense of the work we do, visit our website on www.ethicslab.co.za.

We seek to attract a highly organized and motivated individual with excellent interpersonal, communication, and administrative skills who can show initiative and manage a diverse portfolio effectively. The purpose of this position is to provide comprehensive administrative, logistical, and operational support to the EthicsLab, ensuring its efficient functioning.

Requirements for the job:

- A tertiary qualification with NQF 6 level in Office Management & Technology / Office Administration, or a related field
- At least three years of experience in research administration or coordination in a research and/or university environment.
- Proven ability to organize and coordinate academic events and meetings.
- Intermediate computer literacy in MS Office Suite (Teams, Word, Excel).
- Fluent in English - written and verbal.
- Experience in the establishment and implementation of high-level administrative processes.
- Familiarity with UCT's financial and student administrative systems.
- Demonstrated ability to work independently, prioritize tasks, and adhere to deadlines.
- Strong interpersonal and communication skills.
- Result-oriented, self-motivated, resourceful and excited to develop new systems for team management and administration.
- Ability to maintain productive relationships with university departments and external partners.
- Strong problem-solving skills and initiative to anticipate team requirements.
- Commitment to quality, collaboration, and delivering to timelines
- Ability to attend meetings elsewhere (outside of Cape Town) on occasion

Responsibilities:

- Provide administrative support, including scheduling and minuting meetings, managing team communications, and maintaining shared document storage.
- Assist in financial administration for grants, including maintaining oversight of spending, fund depletion and top-up, opening of new funds, pre-screening draft financial reports and preparation of reports.
- Coordinate student administration and assist with student recruitment, registration, and bursary management.
- Coordinate all purchasing and finance paperwork (S&T applications, reimbursement claims, vendor payments etc.) for the team.
- Manage team supplies (stationary and other supplies)
- Organize EthicsLab events, including workshops, retreats, and strategic meetings. This includes liaising with internal and external stakeholders, booking flights and accommodation, processing visitor stipends etc.
- Manage EthicsLab staff diary and assist in international travel arrangements for EthicsLab staff, including visa applications and accommodation bookings.
- Support EthicsLab visitors and guests with accommodation bookings, information, visa applications etc.

The annual cost of employment, including benefits, is between R433 709 and R510 246

To apply, please e-mail the below documents in a **single pdf file** to Jantina de Vries at jantina.devries@uct.ac.za:

- UCT Application Form (download at http://forms.uct.ac.za/hr201.doc)
- Letter of motivation, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line of the email. 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 undergo a competency test.

Website: http://www.staff.uct.ac.za/staff/vacancies/general
Reference: E25525
Closing date: 08 June 2025