



Executive Assistant

Full-time

Neurodevelopment research group

Faculty of Health Sciences

Department of Paediatrics and Child Health

If you meet the requirements below; we invite you to apply for this **full-time** (37.5 hours per week), **1-year** (*Appointment for further years dependent on available funding and will require a secondary interview process*) T1 fixed-term contract position as an **Executive Assistant** in the neurodevelopment research group in the Department of Paediatrics and Child Health at University of Cape Town. The purpose of this position is to provide administrative support to Prof Donald, Head of Developmental Paediatrics, Deputy Director of Neuroscience Institute and Principal Investigator of the neurodevelopmental research group. The successful incumbent will be responsible for supporting Prof Donald and our senior leadership team of the neurodevelopmental research group. The ideal candidate will be a master of time management, communication, and discretion, capable of handling a wide range of administrative and executive support tasks in a fast-paced environment. This appointment will be held in the Department of Paediatrics and Child Health in the Faculty of Health Science at the University of Cape Town, under the leadership of the principal investigator (PI), Prof. Kirsty Donald.

Start Date: Immediate.

Requirements for the job

- Diploma or Bachelor's degree
- At least 2 years of relevant experience in similar role
- Excellent computer skills (Highly Proficient in Word, Excel, PowerPoint & Adobe)
- Knowledge of project and task management tools such as Microsoft teams, Google Suite or similar
- Strong written and verbal communication abilities.
- Quick learner and adaptable to changing procedures
- Exceptional organizational and time-management skills.
- Ability to work independently and handle multiple tasks simultaneously.
- High level of professionalism and confidentiality.

Responsibilities

- Manage and maintain the schedules of the senior leadership team, including meetings, appointments, and travel arrangements.
- Facilitate local and international travel logistics, including preparing itineraries, booking accommodation, and processing travel reimbursements and claims.
- Prepare, draft, edit, and proofread a wide range of documents including correspondence, communications, reports, presentations, and official documentation.
- Coordinate logistics for internal and external meetings, workshops, seminars, and conferences, including agenda preparation, minute-taking, and tracking follow-ups.
- Handle confidential and sensitive information (e.g., funding agreements, employment contracts) with the highest level of integrity and discretion.

- Act as a liaison between the senior leadership team and internal/external stakeholders, ensuring professional and timely communication.
- Respond proactively to administrative inquiries from staff, students, collaborators, and external partners.
- Manage expense reports, PCard reports, invoices, student payments, and other routine financial and administrative tasks.
- Process and reconcile financial transactions, including requisitions, payments, petty cash, and reimbursements.
- Monitor departmental budgets and provide basic financial tracking and updates to senior leadership.
- Maintain organized records and filing systems for the research unit's study and operational documents.
- Oversee inventory and procurement of office supplies and equipment to ensure a well-functioning office environment.
- Identify and implement opportunities to streamline and improve administrative processes and systems.
- Support senior leadership in rolling out and maintaining new administrative tools, systems, and procedures.

The annual cost of employment is between R253 070 – R464 523 (based on years of experience)

To apply, please e-mail the below documents in a single pdf file to applications.ndev@vula.uct.ac.za

UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)

- Cover letter,
- 2 referee reports, and
- Curriculum Vitae (CV)

Please ensure the position 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.

Email: emma.eastman@uct.ac.za

Reference number: ExecAssist25

Closing date: 24 August 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 <https://hr.uct.ac.za/policies/employment-equity>*

UCT reserves the right not to appoint.