

Receptionist/secretary - Graduate School of Development Policy and Practice (GSDPP), University of Cape Town

The mission of the GSDPP is to promote and inspire strategic public leadership in Africa, offering professional and academic training for senior public officials and those engaged in public policy in South Africa and other African countries.

We are looking to hire a full-time receptionist/secretary to start work in January 2016, as part of the administration team.

The small size of the School and broad range of its activities affords all staff a range of interesting opportunities for involvement and engagement.

Key responsibilities:

- Reception and front office assistance;
- PA support for the Head of Department;
- General office administration, including:
 - Handling correspondence and post
 - Meeting administration and minutes
 - Printing and copying
 - Ordering office supplies
 - Keeping leave and other records
 - Organising maintenance and repairs
- Other tasks as agreed with the Finance and Operations Manager and/or GSDPP Director, including assuming responsibilities of other administrative staff during their absence.

Profile:

- Matric or equivalent qualification e.g. NQF 4 coupled with preferably a tertiary qualification or extensive secretarial experience (Secretarial Diploma or equivalent);
- Computer literacy: MS Word, Excel, Powerpoint, internet, email;
- Strong communication skills, verbal and written;
- Flexibility and ability to work under pressure;
- Strong interpersonal skills:
 - Proven ability to build and maintain positive working relationships
 - "Self-starter" with appetite for work and learning
 - Absolute reliability
 - Discretion and diplomacy

Conditions

This is a full time fixed term contract for one year, with the potential for renewal for a second year. Diversity considerations are paramount for this appointment. The successful candidate should have the ability to begin working immediately in South Africa without the need for additional work or residence permits.