



# CHEC

Cape Higher Education Consortium

## CHEC Administrator (Full-Time Post)

The Cape Higher Education Consortium (CHEC) is a not-for-profit company which facilitates collaborative projects on behalf of its member universities – the Cape Peninsula University of Technology, University of Cape Town, Stellenbosch University and University of the Western Cape. The Administrator reports to the CEO and performs various administrative and secretarial duties which include close communication with the universities as well as external partners such as the City of Cape Town and the Western Cape Government. The Administrator will assist the finance administrator as well as the various consultants who CHEC employs from time to time.

**This is a full-time position, based at the CHEC Offices in Bellville, Cape Town.**

**Job Requirements (Minimum Qualifications, work experience and competencies):**  An NQF Level 6 Diploma in Office Administration, Business Management or another appropriate field or equivalent  At least five years' experience in a secretarial or administrative position in a higher education environment.  The ability to plan own work, work on own initiative and meet deadlines  Exceptional organisational skills  Good oral and written communication skills  Ability to develop and monitor budgets  Proficiency in Microsoft Office programmes  Tact, discretion and respect for confidentiality  Diligence and attention to detail  Proven team-working ability  Good project management skills

**Job duties & responsibilities:**  Respond to queries in person, via telephone or email, and handle issues arising as required  Screen documents and emails, highlight urgent correspondence for the attention of the CEO, and handle correspondence as requested by the CEO  Use a variety of software packages (including MS Word, Excel, Access and Powerpoint) to manage data and produce documents, briefing papers, reports and presentations  Maintain an up-to-date contact database of CHEC stakeholders and liaise with staff, clients and the public on behalf of the CEO when requested  Use a content management system (CMS) to maintain and update the CHEC website, as well as the electronic document and records management system  Perform administrative tasks, including filing and photocopying, and maintain records of incoming and outgoing mail  Develop and implement effective office procedures, including the maintenance of an asset register, as well as the procurement and curation of equipment, office supplies and stationery  Manage and maintain budgets, carry out invoicing, and manage the petty cash.  Manage e-filing systems as required for regulatory compliance and other purposes  Manage the CEO's diary, through scheduling and rescheduling as appropriate  Organise appointments, meetings and functions, and make the necessary logistical arrangements  Make travel and accommodation arrangements for CHEC staff and collaborators  Manage the daily schedule of the CHEC transport service  Oversight of cleaning staff  Other duties as assigned by the CEO.

**Remuneration Package:** A market-related remuneration package will be negotiated with the successful candidate. Job benefits include eligibility for membership of a pension fund, medical aid, and life and disability cover through UCT. The successful applicant will also be entitled to 26 days annual leave.

**Application:** Please submit a letter of motivation specifying how you meet the requirements for the post, together with a curriculum vitae, and the details of three referees to Eileen Arnold ([eileen@chec.ac.za](mailto:eileen@chec.ac.za)).

**Closing date for application: 19 October 2018**  
**Commencement date: 1 January 2019**

**Enquiries:** Prof Martin Oosthuizen ([martin@chec.ac.za](mailto:martin@chec.ac.za); 021 035 0290).

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