



University of Cape Town Lung Institute

HUMAN RESOURCES

HR Administrator

If you're organised, people-focused, and enjoy keeping things running smoothly, this role offers the opportunity to grow your HR career in a fast-paced and purpose-driven environment.

The UCT Lung Institute is looking for a **Human Resources Administrator** to provide administrative and operational support across a broad range of HR activities.

This role is offered under the University of Cape Town Lung Institute's own employment terms and conditions, which are separate from UCT conditions of service.

★ **What you bring:**

- Grade 12 / Equivalent qualification
- Certificate, Diploma, or Degree in Human Resources Management
- Minimum 1–2 years' experience in an HR or administrative support role
- Basic understanding of South African Labour Law
- Good proficiency in MS Office (Outlook, Excel, Word, PowerPoint)
- Strong organisational and communication skills
- High attention to detail and ability to maintain confidentiality
- Ability to work independently and collaboratively within a team

🚀 **What you'll own:**

- Assisting with day-to-day HR administrative activities
- Supporting recruitment administration, including scheduling interviews and communicating with candidates
- Assisting with onboarding and induction processes for new employees
- Preparing HR documents, including contracts, letters, and employee correspondence
- Maintaining accurate and up-to-date employee records and electronic staff files
- Supporting HR reporting and tracking of employee information
- Assisting with staff engagement and culture-building initiatives
- Providing general administrative support to the HR Department

Your support will help ensure employees experience efficient, professional, and well-coordinated HR processes throughout their journey with the organisation.

🧠 **Where you'll add value**

- Keeping HR processes organised, accurate, and up to date
- Supporting a positive employee and candidate experience
- Assisting the team in meeting deadlines and operational requirements
- Maintaining confidentiality and professionalism in all HR interactions
- Contributing to a collaborative and people-focused work environment

📍 **Role Information:**

- Fixed Term Contract (12 Months)
- Monday to Friday | 40 hours per week
- Based in Mowbray, Cape Town

Start your journey [here](#) to complete the online application and submit your CV, cover letter, and 2–3 contactable references.

 **Closing Date:** 19 June 2026

Thank you for your interest in this opportunity. Only shortlisted candidates will be contacted. If you haven't heard from us within 30 days of the closing date, please consider your application unsuccessful.

 **EMPLOYMENT EQUITY STATEMENT**

We are committed to equitable employment practices and diversity in the workplace. Appointments will be made in accordance with the University of Cape Town Lung Institute's Employment Equity Plan.

 **POPIA STATEMENT**

Your personal information will be processed in line with the Protection of Personal Information Act (POPIA) and used solely for recruitment purposes, including reference checks. By applying, you consent to this process.
