



University of Cape Town Lung Institute

ADMIN

Junior Administrative Assistant (x4)

The [University of Cape Town Lung Institute](#) requires applications for an organised **Junior Administrative Assistant*** who is proactive and able to work in a fast-paced, deadline-driven environment.

The main purpose of the job is to proactively provide administrative and operational support to the finance Unit. The successful candidate will assist with day-to-day administration, coordination, record keeping, document management, reporting support, and general office administration to ensure efficient functioning of the department.

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 / Matric equivalent
- Relevant Administration qualification will be advantageous
- Detail-orientated with a high level of accuracy
- Ability to work independently and manage multiple priorities
- Strong Computer literacy

This isn't just administrative work; you'll be part of a finance team that supports impactful clinical research advancing the understanding of lung disease, allergies, and immune-related conditions.

🎯 What you'll own:

- Provide general administrative support to the Finance Unit
- Assist with filing, scanning, photocopying, and document management
- Maintain electronic and manual filing systems
- Assist with capturing and updating information on spreadsheets and trackers
- Support meeting coordination and scheduling
- Assist with general office administration and correspondence
- Maintain records and assist with archiving documents
- Support staff with ad hoc administrative tasks and projects
- Ensure office documentation is organised and up to date

📍 Role Information:

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

If you're passionate about research, patient care, and making a meaningful difference—we'd love to hear from you. Start your journey [here](#) to complete the online application and submit your CV, cover letter, and 2–3 contactable references.

🕒 **Closing Date:** 03 July 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.

***Please Note: This Position is not on UCT Conditions of Service.**
