



University of Cape Town Lung Institute

ADMIN

Legal Contracts Administrator

If you're organised, detail-oriented, and enjoy keeping critical documentation accurate and compliant, this role offers the opportunity to play a key role in supporting governance and operational excellence.

The UCT Lung Institute is looking for a **Legal Contracts Administrator** to provide administrative support in managing contracts, compliance records, and legal documentation across the Institute.

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 or equivalent qualification
- Minimum of 2 years' experience in an administrative role
- Understanding of legal principles (advantageous)
- Strong computer literacy, particularly Microsoft Office (advanced Excel essential)
- Excellent communication and interpersonal skills
- Strong organisational skills with exceptional attention to detail
- Ability to work proactively in a fast-paced, deadline-driven environment
- Strong analytical and problem-solving skills
- Credit and Criminal Clear

You'll play an important role in supporting sound governance through accurate contract administration and meticulous record management.

🎯 What you'll own:

- Maintaining the Institute's contract register
- Ensuring all contract documentation is accurately filed and maintained
- Managing due diligence and compliance registers
- Maintaining insurance and legal records
- Supporting SOP registers and electronic filing systems
- Assisting with document archiving
- Supporting internal and external audit processes
- Assisting the Finance Unit with audit preparation
- Providing administrative support and assisting with special projects
- Performing ad hoc duties as required

★ Where you'll add value:

- Keeping legal documentation organised, accurate, and audit-ready
- Supporting effective governance and compliance across the Institute
- Ensuring important records are maintained with precision
- Helping the Finance team meet operational and audit deadlines

- Delivering reliable administrative support in a professional and confidential manner
- Contributing to an efficient and well-managed working environment

 Role Information:

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

If you're passionate about accuracy, governance, and protecting organisational interests, this is the opportunity for you.

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

 **Closing Date:** 07 August 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.
