



## **EXECUTIVE ASSISTANT**

(Payclass 07; T1 Contract, 12 months)

### **Institute of Infectious Disease and Molecular Medicine Faculty of Health Sciences**

The Institute of Infectious Disease and Molecular Medicine (IDM), established in 2004, is a cross-faculty postgraduate research institute based within the University of Cape Town (UCT). It is physically and administratively located within the Faculty of Health Sciences in Observatory, Cape Town. The IDM has a mission to combat diseases including tuberculosis, HIV/AIDS, and COVID-19 and stands as a beacon of scientific excellence in Africa. Our vision is to be an international centre of excellence where world-class scientists work together to tackle diseases of major importance in Africa.

Our Mission is to conduct basic, clinical and public health research that is leading-edge and relevant to the needs of African people; to develop indigenous scientific capacity in the biomedical sciences; to influence health policy and practice by translating scientific discoveries and applying them in our communities; and to build partnerships with other research centres in South Africa and elsewhere.

The IDM conducts research at the laboratory-clinic-community interface by engaging a wide range of scientific and clinical disciplines. Regulatory compliance and ethics are at the core of all research conducted at the Institute.

We are inviting applications for an Executive Assistant to support the Director in an environment that is becoming highly digitalized with AI competency and fluency being critical for making a success of the role. The Institute aspires to an online and automated culture with dynamic individuals creating the "IDM way".

#### **Requirements:**

- A three-year Degree or Diploma resulting in secretarial, administration or executive assistant qualification (or similar)
- At least 5-7 years' relevant experience as an Executive Assistant at the C-suite level (CEO, COO, CTO, etc.)
- Possess demonstrable experience in financial management, coupled with strong administrative skills
- Proven experience in travel, logistics, coordination, and events management (essential & will be tested)
- Full proficiency in the Microsoft Office and G-Suite, including PowerPoint, Word, and Excel—with advanced skills such as Pivot tables and graph creation (essential & will be tested)
- Additionally, familiarity with artificial intelligence concepts or exposure to AI applications is highly desirable
- Professional fluency in business English
- Minimum typing speed of 70wpm (essential & will be tested)

#### **The Following will be advantageous**

- Strong organizational abilities with excellent dictation, and minute-taking skills
- Proven teamwork and interpersonal skills
- Flexibility to adapt to various conferencing and media challenges
- Knowledge of large organization policies and procedures
- Understanding of research or similar environments is a plus

#### **Responsibilities:**

- Provide high-level executive support to the Director, including proactive calendar and meeting management, scheduling with travel considerations, and responding to requests on the Director's behalf. Attend Institute-related meetings with the Director, action follow-ups, and assist with financial tasks such as procurement and P-Card management. Also provide administrative support to Deputy Director(s) as needed.
- Coordinate and manage committee and standing meetings chaired or attended by the Director, including Exco, Members, Governing Board, and ISAC meetings.
- Prepare and organize meeting materials for the Director, including presentations, talking points, and visitor notes.
- Manage travel arrangements for the Director and hosted visitors and provide general administrative support to ensure smooth operations.
- Manage all aspects of international visitor programs, including scheduling, meetings, catering, and logistical support.

- Coordinate with internal teams to manage venue bookings, office administration (stationery, IT support, refreshments, printing), access IDM data and updates, support internal communications and website updates, assist with HR documentation, and help organize events that enhance IDM visibility.

The annual remuneration package, including benefits is between R 253 070 and R 464 523.

**To apply**, please e-mail the documents below in a **single pdf file** to Yamkela Mfaku at [idm@uct.ac.za](mailto:idm@uct.ac.za), with Subject Heading advert reference number

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- BioSketch in attached format ([BioSketch Template](#))
- Curriculum Vitae (CV) with degree or qualification certificates (max 5 pages)
- Comprehension Test in attached format ([Comprehension](#))
- Do not include a Cover Letter

An application which does not comply with the above requirements will be regarded as incomplete and will not be considered.

Only shortlisted candidates will be contacted. Any shortlisted candidates will be required to undergo further in-person competency assessments as outlined in the minimum requirements above.

Any enquiries for the position to be addressed to Yamkela Mfaku at [idm@uct.ac.za](mailto:idm@uct.ac.za) or 021 650 7867

**Closing date:** 03 September 2025

**Website:** [www.idm.uct.ac.za](http://www.idm.uct.ac.za)

**Reference number:** E25825

*UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at [www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf).*

*When you apply for a position at UCT, we collect your personal information to assess your application, communicate with you, and coordinate interview logistics. Information such as race, gender, nationality, and disability status is used to support our Employment Equity obligations. We also verify your references, qualifications, conduct criminal and, for certain roles, credit checks. For more information about how the University of Cape Town uses personal information and your rights, please email [popia@uct.ac.za](mailto:popia@uct.ac.za).*

***The University reserves the right to extend the closing date for applications if deemed necessary and reserves the right to make no appointment.***