



PROGRAMME ADMINISTRATOR

(Payclass 07)

Executive Education

GRADUATE SCHOOL OF BUSINESS

The UCT Graduate School of Business invites organized and proactive individuals to join its Executive Education department.

The purpose of this position is to provide quality administrative support to the Executive Education department. The role covers support on open, customised and academic programmes, working closely with the Programme Coordinators.

This role is client facing therefore it is essential that the Programme Administrator promotes the best interest of the client, partners and the Graduate School of Business.

Reporting to the Programme Operations Manager, the incumbent will be required to:

- Assist with logistical and administrative preparation for programmes including securing venues, ordering stationery and books, packaging or uploading course material onto the Learning Platforms, student registration, orientation and graduation.
- Co-ordinate travel for lecturers and team members.
- Maintain programme documentation, records and databases.
- Provide programme delivery support and handle any associated queries.
- Process online applications, distribute offer letters and invoices.
- Prepare administrative reports.
- Liaise with faculty on programme administrative matters.
- Assist with the monitoring of the expenses with regards to the programme budget, in collaboration with the programme co-ordinators
- Provide logistical and administrative support to students.
- Support and process student registrations across Executive Education programmes.

Requirements for the job:

- NQF level 4.
- At least 3 years relevant administration and co-ordination experience.
- Excellent organisational skills, planning, decision-making and multi-tasking skills.
- The ability to work effectively in a fast-paced environment.
- Strong interpersonal skills and the ability to build and manage internal and external working relationships successfully.
- A high level of diplomacy, emotional intelligence and personal integrity.
- An ability to work independently with minimal supervision, exercise judgement; establish priorities and display personal initiative.
- Maintain a high level of accuracy and attention to detail.
- Excellent communication skills (written and verbal) and the ability to communicate effectively with faculty, staff and students; and
- A high level of proficiency in MS Office applications.

The following would be advantageous:

- A relevant administration/office management qualification.

As with all positions at the GSB, integrity is an absolute requirement, and candidates will need to possess a value system that embraces the GSB values, vision, and strategy.

The annual cost of employment for 2026, including benefits, is between R408 664 and R480 782.

To apply, please visit <http://www.qsb.uct.ac.za/workforum>, select the job you wish to apply for, follow the brief registration process at the bottom of the advert and submit the following documents in PDF format:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter motivating your application.
- Curriculum Vitae (CV), including 3 contactable referees.

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo an assessment.

Reference number: E26324

Closing date: 18 March 2026

"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."

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.

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