



SENIOR ADMINISTRATIVE OFFICER: ANIMAL AND BIOSAFETY COMPLIANCE

(Payclass 09; Permanent)

OFFICE OF RESEARCH INTEGRITY (ORI) RESEARCH OFFICE

The ORI seeks to appoint a suitable candidate to the post of **Senior Administrative Officer: Animal and Biosafety Compliance**. The incumbent will work closely with the ORI team to support the compliance mandate of the office, predominantly in the animal research and biosafety fields. The ORI works collaboratively with Senate Ethics committees, research units and individual researchers to promote and enhance the responsible conduct of research (RCR), and to support ethics in research. The successful candidate will be responsible for a variety of processes and workflows and, will need to engage with a range of staff, postgraduate students and researchers in various faculties. Our ideal candidate will be a meticulous, resourceful and proactive problem-solver and strategic thinker. The candidate must be able to work both independently, with limited supervision, and as part of a team to meet strict deadlines. The candidate must work within the regulatory framework of the ORI environment and, should be willing to engage in and develop or improve internal processes to streamline and ultimately provide better-quality services to the UCT research community.

For detailed information on this post, please view the job description on the following link: ([view](#))

To view and apply for this position, please visit the UCT Jobs site [View](#) (For Internal Applicants) and [View](#) (For external Applicants) to create a profile and to submit your application.

Closing date: 09 January 2026

Reference:

ID 1200

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.hr.uct.ac.za/hr/policies/employ_equity

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.