



TRAINING ADMINISTRATIVE ASSISTANT (1 year contract) **Computational Biology Division** **Department of Integrative Biomedical Sciences** **Faculty of Health Sciences**

The Computational Biology Division, which is in the Department of Integrative Biomedical Sciences and the Institute of Infectious Disease & Molecular Medicine, leads the Bioinformatics activities at the University of Cape Town. The Division Head is currently leading the African Bioinformatics Institute (ABI), which has several sites which are being established across Africa. The Training Administrative Assistant will be responsible for supporting the ABI's training and outreach activities, including managing training resources, materials and providing logistical support for ABI events. He/she will support stakeholder engagement and maintain the institute's policies and other documents. Applications are invited from suitably qualified candidates for this 1 year, **fixed term contract** position of a Training Administrative Assistant, **for appointment as soon as possible**. A part-time appointment may be considered. There is a possibility for extension beyond the 1 year period subject to performance and availability of funding. The position will be situated in the Computational Biology Division at the University of Cape Town.

Requirements:

- Postgraduate Diploma in Administration, Education or a related subject
- 2 years experience in administration, training and/or education
- Evidence of organizational skills
- MS Office Suite (especially Word and Excel)
- Good communication and written skills

Advantageous:

- Experience in bioinformatics
- Experience in education/training and course organization
- Knowledge of updating websites, creating online forms, use of course content management systems

Responsibilities:

- Supporting the ABI training programme
- Monitoring and evaluation of training
- Support for stakeholder engagement
- Events organization
- General administration

For detailed information on this post, please view the job description attached.

The annual remuneration package for 2026, including benefits, is between R448 889 and R528 105.

To apply, please email the below documents in a **single pdf file** (lona.sisusa@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

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 competency assessments.

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Shortlisted candidates may be required to undergo competency and pre-placement-medical assessments. References may be requested by UCT at any stage of the selection process.

Any enquiries around the application process to be addressed to Mr Lona Sisusa at lona.sisusa@uct.ac.za or 021 650 6176.

Closing date: 09 June 2026

Website: <https://www.bioinformaticsinstitute.africa/>

Reference number: E26522

"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 <https://uct.ac.za/oic/employment-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.