



FEES COORDINATOR

(Payclass 09; Permanent)

INTERNATIONAL ACADEMIC PROGRAMME OFFICE (IAPO)

The International Academic Programmes Office (IAPO) seeks to appoint a confident and assertive candidate, who can demonstrate initiative, for this responsible position, for permanent appointment effective as soon as possible.

The successful candidate will coordinate and manage International Fees by effectively overseeing resources and improving systems and providing an excellent end-to-end experience for students and parents.

The incumbent will also undertake ad-hoc projects as the need arises.

This is an in-office position, and the successful candidate will be required to report to the office daily.

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: 12 May 2025

Reference:

ID 1010

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

UCT reserves the right not to appoint.