



ASSISTANT COMPUTER LAB ADMINISTRATORS (x2)

(10/11-month contract positions available)

CUSTOMER SERVICES DIVISION

INFORMATION & COMMUNICATION TECHNOLOGY SERVICES

Customer Services (CSD) is a division of the Information & Communication Technology Services (ICTS) department. The division is responsible for the IT Helpdesk, classroom support services, student computing lab management services, installations, service level agreements and communicating with the University community on behalf of ICTS.

Applications are invited for a contract position which runs up until the end of November each year. The contract is renewable annually in the ICTS-managed student computing labs. The successful candidate will report directly to the Lab Administrator and will be instrumental in ensuring the smooth operation of these computer labs.

The duties include but are not limited to: • assisting UCT undergraduate students with queries, problems and minor troubleshooting relating to personal computers, printers and software used in the labs • enforcing lab rules and regulations. Candidates must therefore be customer focused.

Applicants must be fully computer literate and have a good understanding of how to use Windows, Microsoft Office, e-mail and web browsers.

Requirements:

- A Senior Certificate (IT qualifications will be advantageous)
- 1 year of relevant IT and customer service experience
- Strong IT troubleshooting skills
- Good analytical skills
- Ability to work within a team
- Well-developed interpersonal skills
- Ability to work independently and under pressure

The monthly salary for this position is R18 784

To apply, please e-mail the below documents in a **single pdf file** to icts-jobs@uct.ac.za

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

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 a competency test.

Telephone: 021 650 3012
Website: www.icts.uct.ac.za
Reference number: E26209
Closing date: 27 February 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.