



**UNIVERSITIES  
SOUTH AFRICA**

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*Applications are invited for the position of an **Administrative Officer: Student Success***

**ADMINISTRATIVE OFFICER: STUDENT SUCCESS  
FIXED-TERM APPOINTMENT (ONE-YEAR RENEWABLE CONTRACT)**

Remuneration package: Market-related salary package

Universities South Africa (USAf), through its Higher Education Leadership and Management (HELM) division, invites applications from suitably qualified and experienced individuals for the position of **Administrative Officer: Student Success**.

This position presents an exciting opportunity for a highly organised, service-oriented, and detail-focused professional to contribute to the effective delivery of HELM's Student Success portfolio and support initiatives that strengthen student development and success across South Africa's university sector.

Reporting to the **Senior Manager: Student Success**, the Administrative Officer will provide comprehensive administrative and operational support to the Student Success portfolio. The successful candidate will play a key role in coordinating learning programmes, supporting stakeholder engagement activities, managing administrative and financial processes, and ensuring the smooth implementation of both online and face-to-face programmes.

**MINIMUM REQUIREMENTS:** A Diploma in Administration, Office Management, Public Management, Business Administration, or a related field • A minimum of 2–3 years' relevant administrative experience, preferably within a higher education, training, or development environment • Experience supporting learning programmes, events, workshops, or training initiatives will be advantageous • Exposure to procurement and financial administration processes will be beneficial.

**KNOWLEDGE, SKILLS AND ATTRIBUTES:** Excellent organisational and time-management skills • Strong written and verbal communication abilities • High levels of accuracy, attention to detail, and professionalism • Strong interpersonal and stakeholder engagement skills • The ability to work independently and collaboratively • A proactive, service-oriented, and solution-focused approach • Integrity, reliability, accountability, and the ability to maintain confidentiality.

**DIGITAL AND TECHNICAL SKILLS:** Proficiency in Microsoft Office 365, including Word, Excel, PowerPoint, and Outlook • Strong Excel skills for data management and reporting •

Familiarity with virtual learning and meeting platforms such as Microsoft Teams and Zoom • Experience with databases, student information systems, or learning management systems will be advantageous.

**KEY RESPONSIBILITIES** (but not limited to): **Programme and Operational Administration**

- Provide administrative support for the coordination and delivery of short learning programmes, workshops, seminars, and related activities; Coordinate participant registration, programme logistics, venue arrangements, catering, travel, and online platform requirements; Prepare and distribute programme documentation, learning materials, and resources; Maintain programme records, attendance registers, and databases • **Administrative Support to Leadership** - Provide administrative and secretariat support to the Senior Manager: Student Success; Manage diaries, appointments, and meeting schedules; Prepare agendas, minutes, meeting packs, and follow-up documentation; Assist with drafting correspondence, reports, presentations, and briefing documents • **Procurement and Financial Administration** - Support procurement processes in accordance with organisational policies; Obtain quotations, prepare requisitions, and liaise with suppliers and service providers; Assist with contract administration and record management; Monitor programme expenditure, process invoices, and maintain financial records • **Data Management and Reporting** - Capture, manage, and maintain programme and stakeholder information; Assist with programme reporting, monitoring, and evaluation processes; Compile statistical and administrative reports using Microsoft Excel and related tools; Maintain effective electronic and manual filing systems • **Stakeholder and Communication Support** - Serve as a first point of contact for programme participants and stakeholders; Coordinate participant communication, feedback processes, and follow-up activities; Support stakeholder engagement and communication initiatives • **Organisational Support** - Contribute to general office administration and HELM activities; Support compliance with internal policies and procedures; Undertake additional administrative responsibilities as required.

Interested candidates should please submit a letter of motivation and their CVs with the names and contact details of at least three traceable referees, by close of business on **26 June 2026**, to: [recruitment@usaf.ac.za](mailto:recruitment@usaf.ac.za).

Correspondence will only be entered into with shortlisted candidates. If you have not been contacted within 30 days after the closing date, please consider your application as unsuccessful. People from designated groups, including those with disabilities, are encouraged to apply.

Universities South Africa reserves the right not to make an appointment.

**END**