



Tshwane University of Technology

We empower people

The Department of Pharmaceutical Sciences, in the Faculty of Science requires the services of 1 x Student Assistant for the TUT R&D platform in Pharmaceutical and Biotech Advancement in Africa (Prof David Katerere):

Key performance areas/Core functions:

- The incumbent will be required to provide administrative support for the research platform leader.

Key Performance Areas/Core functions for the student assistant:

- Co-ordinate national and international travel arrangements.
- Co-ordinate travel arrangements for visiting guests.
- Liaise with travel agencies to plan domestic and international itineraries.
- Booking of venues for functions, lectures and meetings.
- Assist Bpharm3 students with placements
- Arrange and schedule high profile meetings.
- Co-ordinate the office calendar / diary through Outlook.
- Liaise and interact with postgraduate students and researchers with respect to administrative matters.
- Coordinate activities as allocated by the research platform leader to ensure efficiency and maintain compliance with TUT policy.
- Manage e-mails, phone calls and other forms of correspondence.
- Submit publications and related outputs.
- General office administration.
- Assist with placement of students.

Minimum requirements:

Academic Qualification

- Administrative management/ any other administrative related
- Currently registered for advance diploma/Postgraduate studies

Experience

- None

Department of Pharmaceutical Sciences

Arcadia Campus

REF: 25/808

Send your CV to:

Mahlanguhn@tut.ac.za

Closing Date: 22 May 2026

Enquiries: Ms Mathai Tel: 012 382 6303

Include: Copy of Application for employment, CV, academic record, qualifications and ID

