



STUDENT RECRUITMENT OFFICER (X2)

(Payclass 09; Permanent)

ADMISSIONS OFFICE OFFICE OF THE REGISTRAR

The University of Cape Town is seeking to appoint two Student Recruitment Officers in the Admissions Office, Office of the Registrar, to join the student recruitment team as soon as possible.

The student recruitment section of the Admissions Office is responsible for implementing a student recruitment plan, encompassing a broad range of activities, aimed at attracting the best applicants to the university. In so doing, the Student Recruitment Officer is tasked with building and sustaining strong relationships with both the applicant community and related stakeholders, externally, as well as with all relevant internal stakeholders at UCT. He or she will develop and lead the implementation of the annual plan in accordance with the broader recruitment objectives of the university.

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 January 2026

Reference:

ID 1181

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

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.