



NOTES

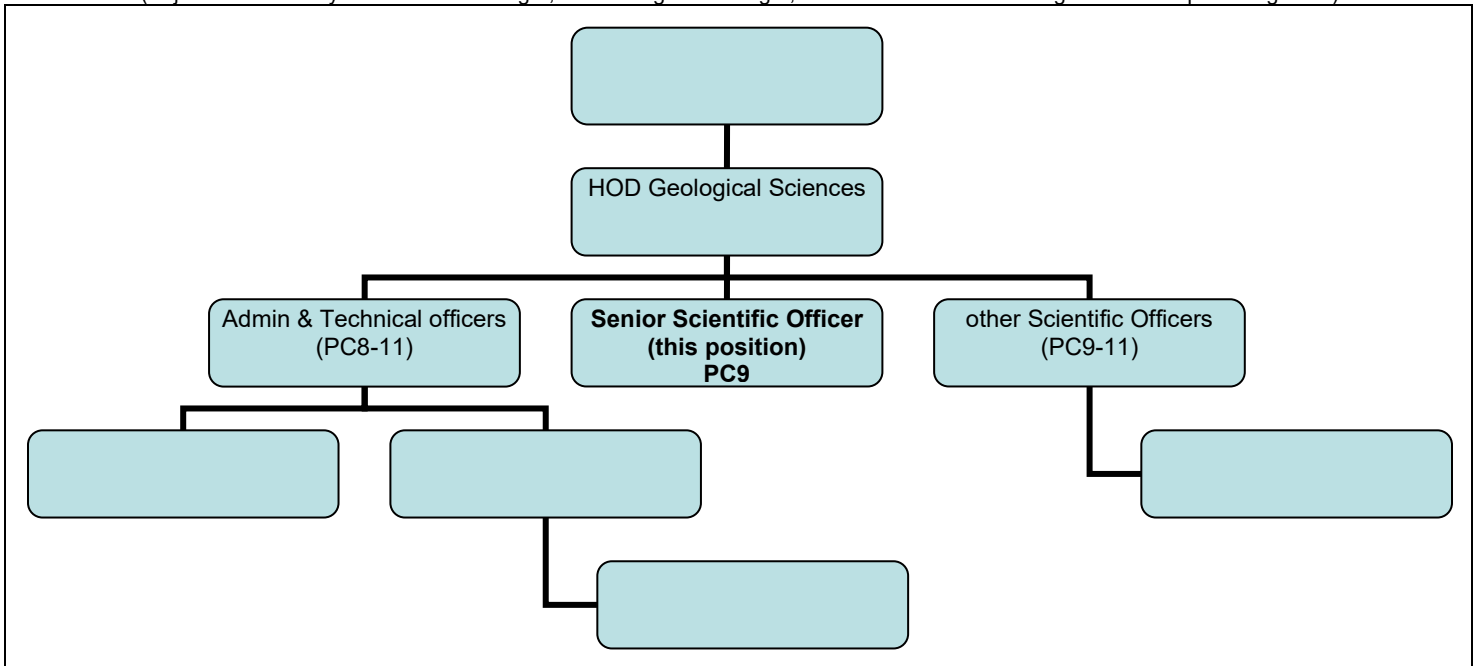
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title			
Job title (HR Business Partner to provide)			
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department			
Academic department / PASS unit			
Division / section			
Date of compilation			

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to maintain and administer departmental teaching collections and equipment used in undergraduate practicals and field work (including a large set of petrographic microscopes) provide basic IT support for department (including maintenance of Departmental website) and student computer lab, management of departmental photocopiers & printers, assistance with Laingsburg field station during August & September field trips and assistance with Departmental vehicle pool.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Maintain and administer teaching collections.	25%	Organize/maintain/upgrade rock, mineral, fossil collections. Oversee specimen deployment.	Practical teaching is completed as scheduled
2	Maintain and administer teaching microscopes and other practical and field equipment loaned to students	20%	Maintain and troubleshoot polarizing microscopes. Administer microscope lockers & keys. Inspect compasses, GPS units, etc.	Practical teaching, field trips and exams are completed.
3	Provide IT support to student PC lab, including printers, and basic IT support to department, including maintaining departmental website	20%	Maintain and troubleshoot student PC lab (PCs and printers) and Departmental PC's where required.	Efficient running of PC lab
4	Maintain asset register, map collection, and publication list.	15%	Issue asset numbers, perform asset inventory when needed. Issue geological maps. Compile publications for Research Report.	Reports are filed. Maps are made available to staff & students.
5	Manage Departmental photocopier, data projectors, room & locker keys, camera.	10%	Issue keys, camera. Manage deployment of data projectors. Dispense copier consumables.	Copying of lecture notes, practical handouts and exam papers is completed as scheduled.
6	Assistance with management of Laingsburg field station	5%	Liase with PTOs regarding status of Laingsburg field station, manage Laingsburg field station (on site) during field trips (currently in August and September).	Smooth operation of field station for students & academics during Laingsburg field trips.
7	Assistance with management Department vehicle pool (from Jan 2024)	5%	Assist Principal Technical Officer(s) in preparing and servicing vehicles & trailers before and after departmental field trips	Vehicle pool runs efficiently

MINIMUM REQUIREMENTS

Minimum qualifications	BSc (Honours) Geology			
Minimum experience (type and years)	Post-BSc (Honours) experience in rock and mineral identification using polarized light microscopy (transmitted and reflected light); photography of thin sections			
Skills	Drivers licence, basic mechanical skills (to service geyser, water pump, etc.), basic computer skills (e.g., MS Office), rock and mineral identification			
Knowledge	Knowledge of polarised light microscopy/operation of petrographic microscopes, basic knowledge of undergrad. geological practical and field work, knowledge of PC & software installation, replacement of printer/copier consumables (toner/paper), knowledge of IRMA (or ability to be trained)			
Professional registration or license requirements	Drivers licence			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	None			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking/Problem solving	2	Planning & organising/work management	2
	Building interpersonal relationships	2	Teamwork/collaboration	2
	Client/student service/support	2	University awareness	2
	Communication	2	Adaptability/flexibility	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Smooth operation of undergraduate practicals (distribution & collection of teaching specimens, allocation of microscopes, ensuring same are functional), maintenance/management of: computers & printers in student computer lab, Dept. website, dept photocopier, field equipment for loan to students. Assistance with operation of Laingsburg field station and departmental vehicle pool related to teaching field trips.
Amount and kind of supervision received	Once trained, minimal supervision on routine technical aspects of job (weekly meeting with line manager), closer supervision during training.
Amount and kind of supervision exercised	Has no other staff reporting to this position, but must work with undergrad & postgrad students, academics and PASS staff colleagues as part of normal functions.
Decisions which can be made	Routine decisions relating to the running of printers & copiers (including ordering of paper and other supplies). Making loans of equipment, maps, etc. to staff and students.
Decisions which must be referred	Major or unusual purchases of equipment or services (e.g., major service to microscopes or replacement of computers).

CONTACTS AND RELATIONSHIPS

Internal to UCT	Position will interact mainly within Geological Sciences: students and admin, technical, scientific and academic staff.
External to UCT	Dealing with repair personnel (photocopier, printers, microscopes etc.) and vendors.