



NOTES

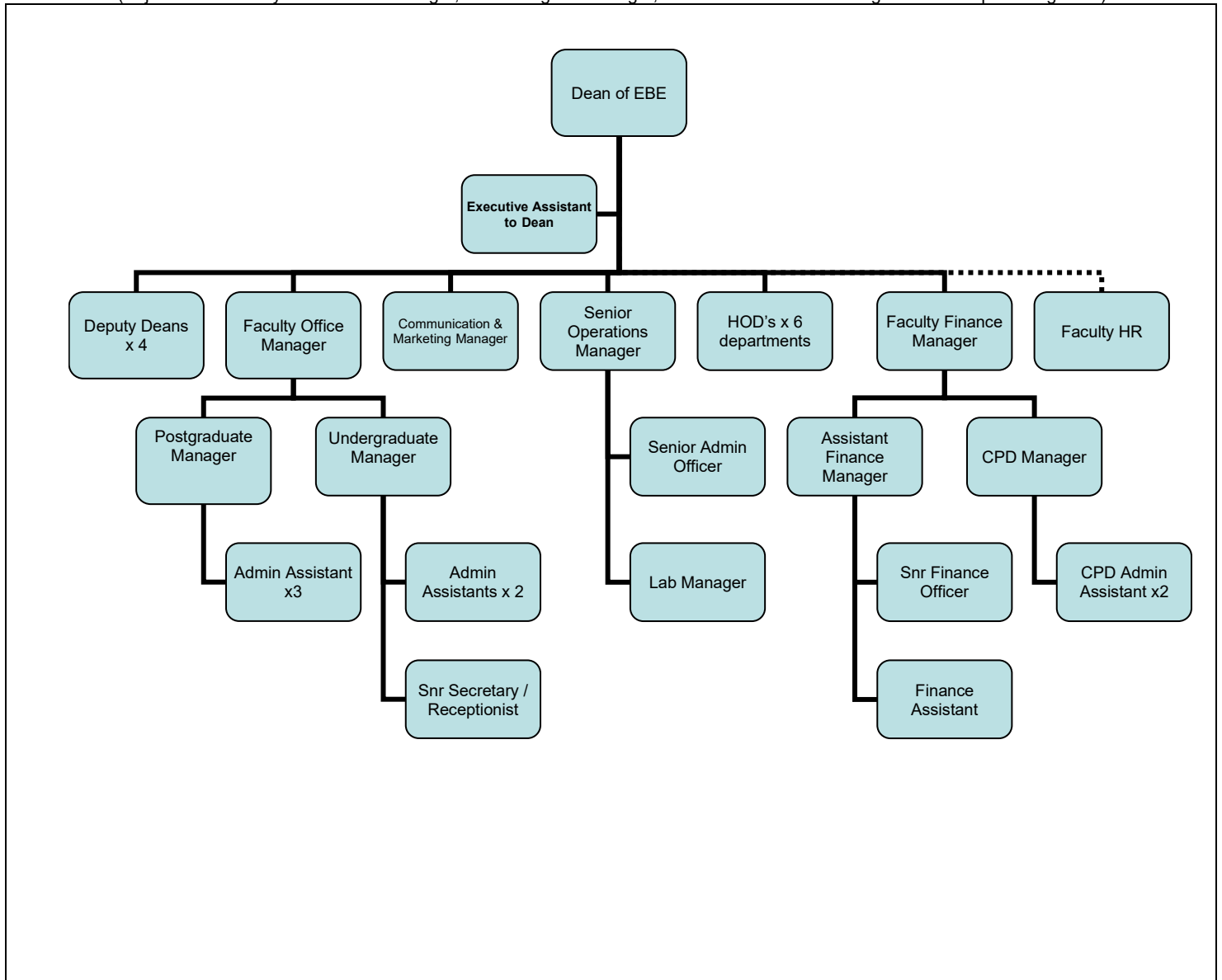
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	PA to the Dean of Engineering & the Built Environment		
Job title (HR Business Partner to provide)	PA to the Dean of Engineering & the Built Environment		
Position grade (if known)	8	Date last graded (if known)	April 2016
Academic faculty / PASS department	Faculty of Engineering & the Built Environment		
Academic department / PASS unit	EBE Faculty Office		
Division / section	Dean's Office: EBE		
Date of compilation	September 2022		

ORGANOGRAM

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



PURPOSE

The Personal Assistant (PA) to the Dean of Engineering is responsible for providing comprehensive administrative support to the dean, facilitating smooth functioning of the Dean's Office, and enhancing overall productivity. The PA will handle a range of tasks to ensure the dean's schedule is well-managed, communication flows effectively, and administrative processes are streamlined. The role demands a blend of managerial, interpersonal, and technical skills, along with a creative approach to work.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Provide a friendly and efficient public relations role for the Dean and Faculty staff	20%	<ul style="list-style-type: none"> • Provide a professional service to the Dean's Office by attending to all telephonic, email and enquiries to the Dean by the general public, staff and students. • Contact and liaise with internal and external visitors and staff members who enter the Dean's office in a friendly and professional manner. This includes the screening of visitors to the Dean's Office. 	<p>Dean's requirements/instructions to all clients and staff members are eloquently expressed.</p> <p>Clients and staff members are dealt with efficiently and effectively.</p> <p>Staff members, Senior national government officials, international partners, science councils and industry partners are interacted with adequately and courteously and sound relations maintained.</p> <p>Positive feedback from internal and external clients.</p>
2	Compile and manage all correspondence and documentation.	15%	<ul style="list-style-type: none"> • Conserve the Dean's time by assisting with reading, researching, and routing correspondence, drafting letters and documents; collecting and analysing information; initiating telecommunications. • Complete projects by assigning work and following up on results. • Maintain the filing system and archiving documents on an annual basis. • Liaise with Heads of Departments in the Faculty, or with their Departmental Managers/Secretaries, as and when required. • Assist with drafting documents, presentations and speeches, which could include work of a research and editing/proof-reading nature. • Prepare independently, or with limited guidance, written responses to incoming correspondence for the Dean's approval or signature. • Maintain confidentiality when dealing with sensitive and confidential information. • Prepare documentation for meetings, travel, workshops, and conferences on a pro-active and ongoing basis. • Follow up on actions arising from meetings on behalf of the Dean (internal and external). 	<p>All correspondence handled efficiently and effectively.</p> <p>Documents, correspondence and presentations are accurate.</p> <p>Dean is adequately prepared for meetings and events.</p> <p>Filing done accurately.</p> <p>Accurate information available.</p> <p>Office systems maintained at all times.</p>

3	Accurately manage and control the diary of the Dean	20%	<ul style="list-style-type: none"> • Manage the Dean's diary: schedule appointments and meetings, and take into account appropriate breaks and travel time. • Ensure that the diary is kept up-to-date. • Compile the Dean's daily programme, ensure that she is familiar with it, and ensure that relevant documents are available. This could also include providing background information from previous meetings. • Inform the Faculty in good time of Faculty Office developments and the Dean's schedule, if and when necessary. • Be proactive when diary clashes occur and make arrangements for an alternative Deputy Dean to attend critical meetings. • Alert the Dean to urgent and important matters on a day-to-day basis. 	<p>Dean's diary is managed efficiently and effectively.</p> <p>Diary constantly up to date.</p>
4	Travel Arrangements	5%	<ul style="list-style-type: none"> • Make travel arrangements for the Dean's office via Mymarket.com. <p>This will include:</p> <ul style="list-style-type: none"> ○ Booking flights, accommodation and car hire which are appropriate for the Dean's schedule ○ Provide assistance with visa applications. ○ Arrange for subsistence and travel 	<p>Travel arrangements are accurate.</p>
5	Management of Events and Meetings	10%	<ul style="list-style-type: none"> • Organise small events for the Faculty. • Arrange refreshments for meetings serviced by the Faculty Office (Governance, Academic Admin, Finance & Research, HR and Other) • Assist the Communications & Marketing Manager with big Faculty events by sending invitations, correspondence, follow up etc. • Arrange flights and accommodation for attendance at meetings/events/functions. • Liaise with UCT venues office for booking venues. • Decide on catering matters for meetings and small events: obtain quotes, arrange payments and be the contact person for the caterer at the event. 	<p>Conferences, meetings and events are executed according to plan.</p>

6	General Office Management	15%	<ul style="list-style-type: none"> • Service working groups or committees as required by the Dean which includes preparing agendas, circulating to committee members, minute taking and distributing within two weeks of meeting. • Maintain the Dean's budget and liaise with the Finance section to prepare a monthly budget report for the Dean's fund. • Be familiar with UCT's online platform to purchase travel, office supplies, courier services, etc. • Knowledge of UCT policies and procedures that apply to the eProcurement environment • Maintain office supplies for the Dean's office which includes placing and expediting orders for supplies, verifying payment and receipt of supplies • Responsible for the John Martin Meeting room – equipment, cleaning and stocking of crockery, cutlery etc. • Assist the Dean and HR Practitioner with the administration & logistics (including and not limited to setting up TWG meetings) of the annual Ad Hominem Promotion exercise. • Any other work assigned to you by the Dean from time to time. • Flexibility to work after hours when needed. 	Dean's office is managed effectively and efficiently.
7	Data Support	15%	<ul style="list-style-type: none"> • Prepare data, pivot tables and charts for key reports required by the Dean, Deputy Deans and Heads of Departments. • Create queries to generate student data in SAP Business Objects. 	Accurate data for the annual Faculty Advisory Board, professional accreditation bodies, the Throughput Project, etc., and Dean's and HoD's Reports

MINIMUM REQUIREMENTS

Minimum qualifications	3 year Diploma (NQF 6) or Degree			
Minimum experience (type and years)	<ul style="list-style-type: none"> • 3 years' experience as a Senior Secretary/ Personal Assistant to a Senior Manager • Excellent verbal and written communication skills coupled with good interpersonal skills. • Demonstrated organisational, planning and administrative skills. • Proven computer literacy in the use of MS Word, PowerPoint, Internet, E-mail and the electronic diary. • Advanced Excel Skills, ie. the ability to use advanced functions, eg. V-lookup, pivot tables, formulas, filtering, sorting, etc. • Demonstrated ability to work independently and as part of a team. • Demonstrated ability to use initiative and be flexible. <p>The ability to work under pressure with meticulous accuracy in a deadline driven environment.</p>			
Skills				
Knowledge				
Professional registration or license requirements	NA			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Ability to handle cash and PCard transactions			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Building interpersonal relationships	2	Communication	2
	Client support	1	Adaptability/Flexibility	1
	Planning and organizing / work management	2	Teamwork / collaboration	1
	Information management	1	Client/ student service and support	1
	Decision making	2	University awareness	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Related to the Dean's Office.
Amount and kind of supervision received	Fully supervised by the Dean
Amount and kind of supervision exercised	No supervision required
Decisions which can be made	In consultant with the Dean
Decisions which must be referred	Most decision will be made in conjunction with the Dean

CONTACTS AND RELATIONSHIPS

Internal to UCT	Staff, other departments
External to UCT	Suppliers, consultants