



NOTES

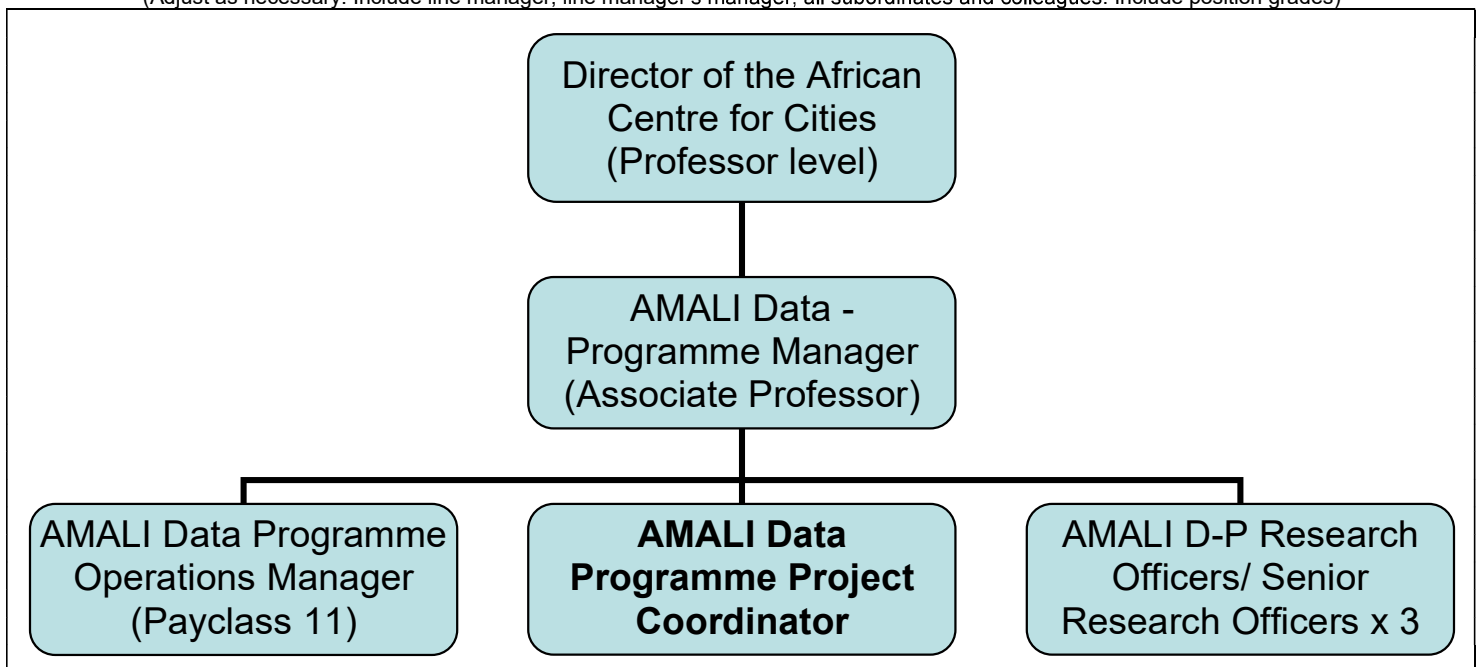
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Project Coordinator (AMALI Data Programme)		
Job title (HR Business Partner to provide)			
Position grade (if known)	Payclass 9	Date last graded (if known)	
Academic faculty / PASS department	Engineering and the Built Environment		
Academic department / PASS unit	School of Architecture, Planning and Geomatics		
Division / section	African Centre for Cities		
Date of compilation	2023		

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 provide administrative support to the Programme Manager and Operations Manager of the African Mayoral Leadership Initiative (AMALI) Data Programme in running the various components of the programme and ensuring project management oversight and that the Data Programme offices run efficiently. Responsibilities include project management support, managing the Data Programme's offices, organizing travel and events, overseeing communication with all participants in the programme and maintaining all necessary records.

CONTENT

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1 Project management support	20%	<ul style="list-style-type: none"> Assist the Programme Director and Operations Manager of the Data Programme in ensuring that the programme runs effectively and all milestones are met on time by monitoring project progress and providing the necessary administrative support to the Programme Director and Operations Manager. This will include following up with staff of the Data Programme about activities and deliverables and will require regular meetings with the Operations Manager. Assist the Operations Manager in monitoring the project budget and project expenditure. Liaise with staff in the Data Programme to ensure that all University processes and procedures are complied with. Assist the Operations Manager with collection of information for monitoring and evaluation processes. Provide inputs on activities and outputs for reporting on AMALI Data Programme activities for ACC and Bloomberg Philanthropies. Help Data Programme staff in unblocking obstacles to achieving deliverables on time. 	<ul style="list-style-type: none"> Programme runs effectively with deliverables met on time Effective monitoring and evaluation undertaken and acted on Compliance with departmental, faculty, university and funder policies, protocols and procedures is ensured.
2 Office management	20%	<ul style="list-style-type: none"> Assist with the establishment of suitable office space and equipment/ infrastructure and liaise with necessary parties to ensure ongoing operations and that everything is supplied and paid for. Manage the office, ensuring that it is a suitable work environment and that all necessary equipment, supplies and stationery are available. Ensure that all members of the AMALI Data Programme team have suitable work spaces and access to the necessary equipment and stationery and ICT support. Deal with all visitors and ad hoc requests 	<ul style="list-style-type: none"> Office is well run All team members have suitable work spaces
3 Project administrative support	25%	<ul style="list-style-type: none"> Help ensure programme runs effectively and all milestones are met on time by providing the necessary administrative support to the Programme Director, Operations Manager and other team members. Manage petty cash for incidental expenses. Compile all necessary documentation for purchasing and for financial reporting Assist the Operations Manager in communication with all participants in the project (e.g. city leaders and their teams). Take minutes of meetings. Ensure that University procedures are complied with (e.g. applying for leave) and ensure that all Data Programme staff are aware of administrative procedures. 	<ul style="list-style-type: none"> Programme runs effectively All milestones are met on time All necessary documentation compiled for purchasing and for financial reporting Effective communication with all participants in the project Minutes of meetings taken.

4	Organising travel and events	25%	<ul style="list-style-type: none"> Organise all programme meetings (including refreshments/catering where needed) and travel. Liaise with other ACC staff (e.g. communications manager) and external consultants (e.g. travel agents, event organisers) where necessary. Liaise with all team members regarding travel/accommodation requirements. Ensure that all the necessary University paperwork and supporting documentation for events and travel are submitted and signed off on by the relevant signatories. 	<ul style="list-style-type: none"> Programme travel arrangements are timeously made All project meetings run effectively.
5	Communication and Record Maintenance	10%	<ul style="list-style-type: none"> Maintain an efficient and effective paper and electronic filing system for the programmes finance, HR and project administration. Compile and disseminate documentation for project meetings such as the Advisory Board meetings (agenda, notes and minutes). Compile information for project progress reports. Keep record of all programme outputs and media activity 	<ul style="list-style-type: none"> Effective and efficient filing systems set up. Timeous compilation and distribution of meeting documentation. Professional minute taking

MINIMUM REQUIREMENTS

Minimum qualifications	Administration/project management (or equivalent) diploma or degree with 2 years relevant experience OR Matric with at least 5 years of relevant experience.
Minimum experience (type and years)	Administration/project management (or equivalent) diploma or degree with 2 years relevant experience OR Matric with at least 5 years of relevant experience.
Skills	<ul style="list-style-type: none"> Excellent people skills, including the ability to interact well with individuals from diverse professional and non-professional backgrounds, including internal (UCT) and external stakeholders.(such as high-profile political leaders) Excellent time management/ project management skills Ability to work well under pressure Excellent verbal, written and presentation skills. Computer literacy –high level of proficiency in MS Word and MS Excel Ability to exercise judgment and work with minimal supervision A commitment to the provision of excellent service Attention to detail Fluency in French would be an advantage
Knowledge	Knowledge of UCT systems and procedures would be an advantage
Professional registration or license requirements	None

Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Honesty to handle cash or finances			
Competencies (Refer to <u>UCT Competency Framework</u>)	Competence	Level	Competence	Level
	Building Interpersonal relationships	2	Planning and Organizing	2
	Analytical Thinking	2	Teamwork/Collaboration	2
	Client/Student Service and Support	2	University Awareness	2
	Communication	2	Quality Commitment/Work Standards	2

SCOPE OF RESPONSIBILITY


Functions responsible for	Project management support; Project administrative support; Organising events; Communication and Record Maintenance
Amount and kind of supervision received	Line manager is Programme Director of the AMALI Data Programme
Amount and kind of supervision exercised	None
Decisions which can be made	Decisions in line with the position requirements and project work
Decisions which must be referred	Large scale – outside of direct responsibilities

CONTACTS AND RELATIONSHIPS

Internal to UCT	ACC academic and support staff
External to UCT	Bloomberg Philanthropies, participating mayors and local governments

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Direct Line Manager/Supervisor	Andrew Tucker	<i>Andrew Tucker</i>	2881	10/7/23
Area Line Manager				

HOD	Prof N Odendaal		2365	11.07.2023
Dean / ED				
HR Business Partner				