

HR191	POSITION DESCRIPTION	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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NOTES

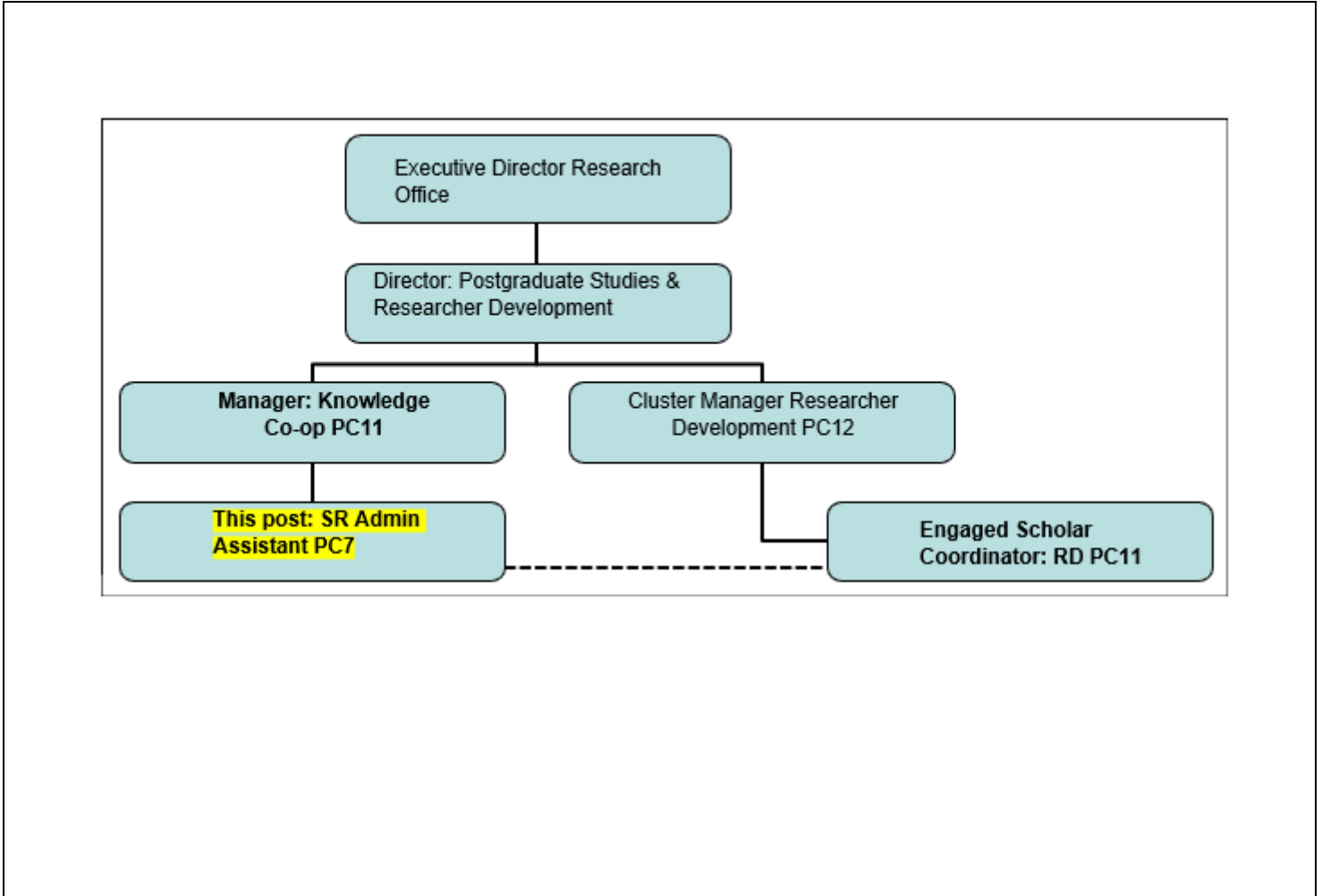
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Administrative Assistant		
Job title (HR Business Partner to provide)	Administrative Assistant		
Position grade (if known)	Pay class 7	Date last graded (if known)	Unknown
Academic faculty / PASS department	Research Office		
Academic department / PASS unit	Postgraduate Studies and Researcher Development		
Division / section	UCT Knowledge Co-op & Social Responsiveness function		
Date of compilation	1 October 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 support Social Responsiveness (SR) functions based in the Research Office at UCT:

Firstly, as Administrative Assistant to the Knowledge Co-op Programme. This involves basic project administration at various stages, keeping track of related processes, tracking financial processes and effective data management, communication with stakeholders from UCT and student community, as well as external non-profit sector. The second part of the position entails supporting the work of the Engaged Scholarship Programme (ESP) Coordinator on the annual Social Responsiveness report and related activities and include servicing meetings of the Social Responsiveness Hub.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Knowledge Co-op communication and general administration	25%	<ul style="list-style-type: none"> Regular communication with all project partners: students, academics, and community partners. Maintain stakeholder contact information. Event management for project meetings, student, and staff events. Preparation of financial documents related to Co-op expenses and keeping track of financial processes. 	<ul style="list-style-type: none"> Establish and maintain effective communication channels with project stakeholders, including students, academics, and community partners. Regularly update and maintain accurate contact information for project stakeholders. Efficiently manage and coordinate events related to project meetings, student activities, and staff gatherings. Prepare and manage financial documents associated with Co-op expenses, ensuring accuracy and accountability.
2	Manage Co-op projects administration and processes including Quality assurance (QA) process	35%	<ul style="list-style-type: none"> Maintain update of project databases (status of projects, milestones) and use it to track the process. Regular follow-up with relevant stakeholders on Memorandum of Agreement (MOA). Update Quality Assurance questionnaires: submit to stakeholders and collate information to compile draft reports. 	<ul style="list-style-type: none"> Continuously update and maintain project databases, including project statuses and milestones, using the database as a tool to track progress. Regularly follow up with relevant stakeholders regarding the Memorandum of Agreement (MOA) to ensure compliance and timely updates. Update Quality Assurance questionnaires as required, distribute them to stakeholders, and compile the collected information to create draft reports.

3	Website management	10%	<ul style="list-style-type: none"> • Update information for project pages quarterly and communicate with web developer. • Source & prepare outputs from projects, possible publications, and student contributions. • Keep Co-op online presence up to date (website, Facebook and LinkedIn) • Ensure update of SR Timeline on Co-op and SR websites by liaising with relevant document owner/s. 	<ul style="list-style-type: none"> • Quarterly update of information on project pages, ensuring accuracy and relevance, and effective communication with the web developer for website maintenance. • Source and prepare outputs from projects, including potential publications and contributions from students, ensuring that they are ready for dissemination. • Regularly update the online presence of Co-op, including the website, Facebook, and LinkedIn, to reflect the latest information and activities.
4	Service the SR Hub	10%	<ul style="list-style-type: none"> • Servicing SR Hub meetings (includes setting up, taking & distributing action list and minutes. • Assist with SR-related meeting arrangements. 	<ul style="list-style-type: none"> • Efficiently organise and service meetings, which includes setting up the meeting space, recording meeting minutes, and distributing action lists and minutes promptly. • Submit draft minutes 7 days after meeting to Chair of SR Hub for approval. • Call for Agenda items 7 days before meeting • Submit Agenda, Action List and Minutes 5 days before a meeting. • Provide assistance in arranging meetings related to SR (Stakeholder Relations), ensuring they are well-coordinated and run smoothly.

5	Administration for SR-related functions	20%	<ul style="list-style-type: none"> • Support recruitment of academic presenters for the ESP interventions. • Ensure adherence to the seminar series timeline & prepare handouts. • Collect contributions & collate data for SR report. 	<ul style="list-style-type: none"> • Assist in the recruitment of academic presenters for ESP (Education Support Program) interventions, ensuring a pool of qualified and engaging presenters. • Monitor and ensure adherence to the seminar series timeline, adjusting as needed, and prepare necessary handouts or materials for the seminars. • Collect contributions and collate data for the Stakeholder Relations (SR) report, organizing and presenting the information in a comprehensive and well-structured manner.
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MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> Relevant Administration Qualification NQF 7 which is equivalent to an Advanced Diploma or Bachelor's Degree. 			
Minimum experience (type and years)	<ul style="list-style-type: none"> 5 years' experience in office & project administration, preferably in Higher Education. Experience working in the non-profit sector. 			
Skills	<ul style="list-style-type: none"> Proven competency in Word, Excel (intermediate level) Email and electronic calendar and google drive. Digital literacy and able to comfortably navigate social media and post stories. Basic project management 			
Knowledge	<ul style="list-style-type: none"> Good administrative, organisational, time management and planning skills. Good verbal and written communication with both university and external stakeholders Ability to take initiative, and work flexibly and independently. Must have strong teamwork and interpersonal skills especially related to working with a broad range of stakeholders. High level of attention to detail. Proficient in digital tools and technologies, with the ability to navigate and utilise various social media platforms effectively. 			
Professional registration or license requirements	NONE			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	<ul style="list-style-type: none"> An interest in social responsiveness and working with local community groups. Ability to work independently and to pay attention to detail. Ability to communicate appropriately with different university stakeholders. 			
Advantageous	<ul style="list-style-type: none"> Fluency in Afrikaans and IsiXhosa Possessing basic research skills Knowledge of UCT policies & challenges Willingness to contribute to ideas and think creatively. Valid driver's license Familiarity with UCT systems – Vula, PeopleSoft 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Communication	2	Client/student service and support	1
	Analytical thinking/problem solving/follow up	2	Information management	2
	Planning and organizing / work management	2	Teamwork / collaboration	1
	Building partnerships	1	University awareness	1

SCOPE OF RESPONSIBILITY

Functions responsible for	Tracking project progress; communication; relevance of websites.
Amount and kind of supervision received	Weekly briefings; daily supervision while taking on new tasks.
Amount and kind of supervision exercised	None
Decisions which can be made	Day-to-day and regular communication; planning for regular processes;

Decisions which must be referred	Responses to challenges in partnerships; unusual requests; changes to management system.
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CONTACTS AND RELATIONSHIPS

Internal to UCT	SR Hub; Students and academic across all faculties; Departmental admin staff; Library.
External to UCT	Community partners (NGOs, CBOs, local government)