



NOTES

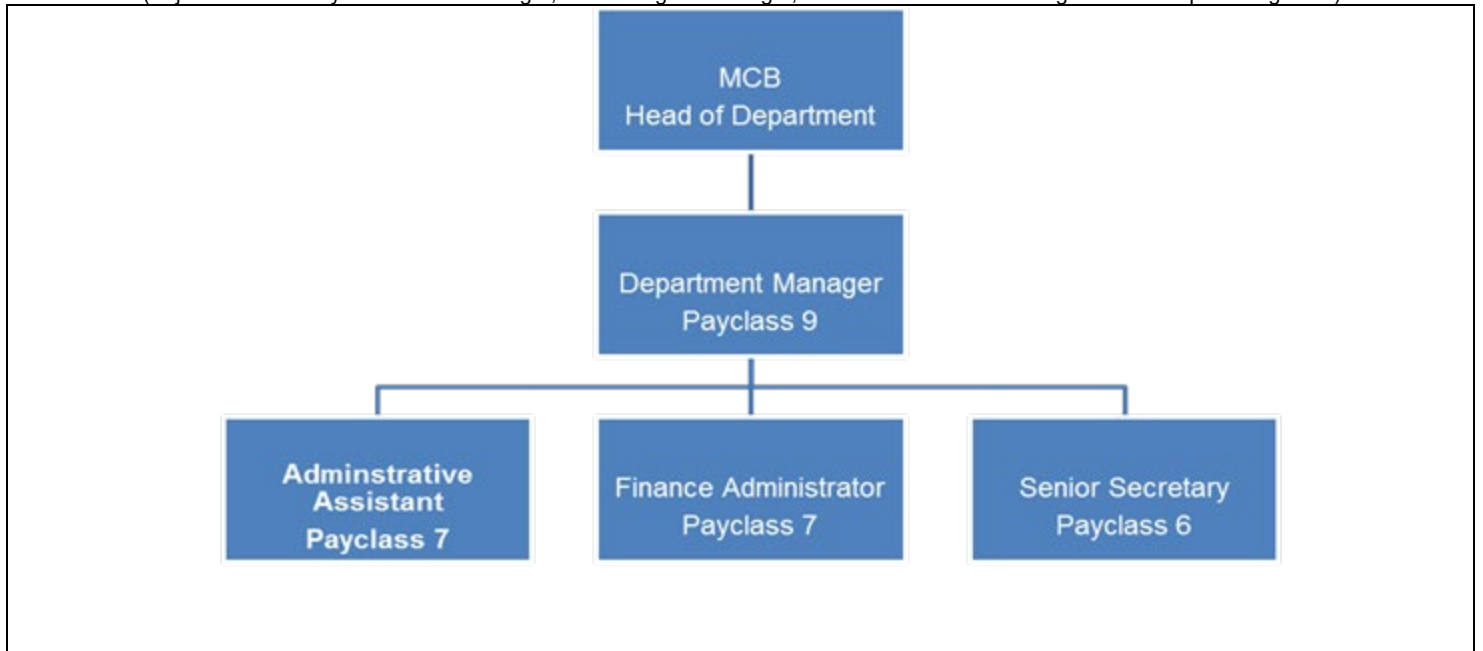
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Senior Secretary		
Job title (HR Business Partner to provide)			
Position grade (if known)	Payclass 6	Date last graded (if known)	August 2017
Academic faculty / PASS department	SCIENCE		
Academic department / PASS unit	MOLECULAR AND CELL BIOLOGY		
Division / section	FINANCE & OPERATIONS		
Date of compilation	October 2019		

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 an administrative service to the Head of Department, staff, and students of the Department of Molecular and Cell Biology and to take responsibility together with the other Administrative Assistants for activities supporting the main administrative duties in Molecular and Cell Biology.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
	HOD Support	10%	<p>Responsible and accountable for:</p> <ul style="list-style-type: none"> • Providing administrative support to the HOD and deliver high level administrative services to the HOD • IT support – ensure HOD telephone, PC, laptop, and printer are in working order • install/deinstall laptop and data projector for HOD meetings and departmental events. • Manage all communications: mail, emails, telephone calls efficiently and effectively. • Maintain a professional and positive image for the HODs office • Minute taking at Departmental meetings. • Assist HoD with yearly welcome meeting slides, updates & source info as required. 	<ul style="list-style-type: none"> • Timely, effectively, efficiently, accurately, professionally • Engage with HOD in a positive constructive manner and review all HOD work related correspondence if necessary • Manages communication appropriately and timeously • Ensure efficient, professional, and friendly liaison with students, academic staff, and visitors • Manage appointments and meetings if necessary efficiently and in a timely manner • Minutes typed accurately and distributed within required timelines • Ensure timely follow-up of matters arising from meeting – liaise with all those who are responsible for actions, prior to next meeting
	Departmental Support	10%	<p><u>Journals, Invoices & Invoice Requisitions</u></p> <ul style="list-style-type: none"> • Process journals to recover departmental costs for MCB services photocopy & printers, EMU, MCB Technical workshop, Fluorescent Microscope, GC-MS Facility, Tissue Culture and HPLC • Process Invoices for Departmental and Research Funds. Follow up on outstanding invoices. • Ensure journal posting has been processed correctly on SAP and filed accordingly (SAP report or BOBJ report) • Maintain an excel sheet of all invoices and journals for easier reference when queries arise. • Follow up on outstanding payments 	<ul style="list-style-type: none"> • To minimize UCT Debtors.
		2%	<ul style="list-style-type: none"> • MCB ICTS Liaison for MCB - Liaise with ICTS re various IT queries and updates as requested by ICTS/MCB staff. • Social media website update • Collating staff and student information from MCB social functions, research days, events and social media related content. 	Ensure smooth operation of IT in MCB
		5%	<p><u>Publications</u></p> <ul style="list-style-type: none"> • Search for Accredited journals in various databases via Web • Capture all qualifying Refereed / Peer Reviewed Journals, Conference Proceedings, Books. • Maintain an Excel sheet of all qualifying publications. 	<ul style="list-style-type: none"> • Search for journal articles via websites and update Era monthly • Send all qualifying articles to FSC for verification. • Follow up on all outstanding queries.

	11%	<p><u>Reception</u> Responsible and accountable for:</p> <ul style="list-style-type: none"> Managing the Department's reception area (handling all counter and telephonic queries mainly from students but also from staff from other departments, visitors, and members of the public). Interacting in a polite and professional manner with students, staff, and clients Accepting and dispatching of orders, mail, courier, documents / parcels, and other deliveries and collections. Responsible for incoming post to be distributed and arranging for academic staff who are on sabbatical leave or part-time to receive their post. Updating mailboxes in Admin suite passage. Responsible for arranging for documents to be delivered to the Faculty Office. Book Courier Collections as requested by Research labs and staff. Maintain an excel sheet to keep record of all collections for billing purposes & retrieve invoices to ensure payments are done timeously. Dealing with lost property 	<ul style="list-style-type: none"> Professional and helpful contact with students and visitors. Professional departmental image to students and customers Ensure all courier, deliveries, mail are received or dispatched timeously, and record keeping is up to date. Ensure courier payments are done timeously. Inform department of lost property received and log items in the register.
	2%	<ul style="list-style-type: none"> Maintain an efficient and effective online filing system. Backup all important documentation onto the g-drive for future reference. 	<ul style="list-style-type: none"> Filing system allows retrieval of documents when required.
	2%	<ul style="list-style-type: none"> Responsible and accountable for updating MCB Dept Lists, Telephone Lists, Noticeboards – All floors, White pages, Physical Locations of staff & students, Computer info for all staff using UCT computers. Emergency Contact Information of all MCB staff and students Responsible for updating MCB IT mailing lists / groups & creating new lists where necessary. Yearly update MCB's section in the FSC Handbook Organising and maintaining departmental policy documents 	<ul style="list-style-type: none"> Accurate capture and maintenance of data Notify staff of updates Update the information as new students or staff arrive. Ensure to always maintain an updated sheet. Ensure all lists are updated. Ensure FSC Handbook contribution is updated timeously. Ensure to always maintain updated departmental policy documents.
	1%	<ul style="list-style-type: none"> <u>Third Party Access/ Wireless Access for guests</u> - Create guest wireless access via the UCT Wifi portal as required. Third Party access is given to visitors and staff as and when it is required. Applicant completes a BAS003a form, HoD approves, Sen Sec captures on 3rd party system and send to Dept Manager for approval. Email the third party the relevant information related to their access at UCT.. 	<ul style="list-style-type: none"> Ensure all Third-Party Access has been approved by the HOD Make sure to update Third Party Access as and when needed.

		5%	<p><u>Venue and Equipment Bookings</u></p> <ul style="list-style-type: none"> Responsible for arranging logistics, booking equipment and catering for all departmental functions, workshops, and meetings. Make sure all equipment is returned to the admin suite after use. Maintain supplies for shredder, scanner, all photocopiers and printers & ensure machines are in working order at all times. Ensure that department laptops & data projectors are in working order and are locked away in a secure place. 	<ul style="list-style-type: none"> Appropriate venues for meetings are booked Appropriate equipment for meetings is booked and ensure that the laptop and data projector is in working order and all cords are in the bag. Setup data projector and laptop for HOD Meetings Follow-up with CCS regarding setup of seminars or presentations Follow-up with staff when venue is booked whether catering is required Responsible for arranging catering for departmental functions as required.
	HR Support	25%	<p><u>Human Resources</u></p> <p><u>Development Dialogue</u></p> <ul style="list-style-type: none"> Collate Development Dialogue forms and upload on Vula for the Consistency Check Committee <p>.</p> <p><u>Service Selection Committee</u></p> <ul style="list-style-type: none"> Co-ordinates manage HR processes and assist HR representative in the appointment of staff. <p><u>HR New Appointments</u></p> <ul style="list-style-type: none"> Collate and oversee the processing of all HR forms for appointments, including external examiner payments. Process all Tutor and Demonstrator payments. Setup contracts in Feb and complete all paid-on claim forms. Complete monthly multiple payment sheets. Follow up on salary queries where need be. (non-payment & delay in receiving contracts from HR) <p>Assist with other HR processes where necessary.</p>	<ul style="list-style-type: none"> Development Dialogue forms completed correctly and photocopied. Recruitment and appointment processes operate optimally Ensure queries relating to conditions of service or payments are resolved timeously
	Academic Support	12%	<p><u>Postgraduate</u></p> <p>Responsible and accountable for:</p> <ul style="list-style-type: none"> Liaising with academics re: the ASR and maintaining student applications on Peoplesoft. Notifying FSC when Maintain Applications is updated. Liaising with students and FSC to resolve student registration queries. Liaising with prospective students re applications & forwarding to academics where necessary 	<ul style="list-style-type: none"> Smooth registration process Ensuring all student queries are resolved timeously to avoid delays especially students with scholarships/bursaries.

		10%	<p><u>Honours</u></p> <ul style="list-style-type: none"> • Maintain a data base for all applicants. Ensure that all documents relevant to the application are in order and loaded on Vula. • Check with the Honours coordinator & Deputy HOD Undergrad regarding the provisional acceptances. • After final exams results are known, FSC will send students who have not been accepted rejection letters. • Student's application documents need to be downloaded via Perceptive Content and included in the Honours application file. • Honours spreadsheet and applications file needs to be updated as students apply, are sent offers, and accept offers of a place so that the course is not oversubscribed. • FSC will send offer letters, provisional acceptance letters and rejection letters to students. • Update status after the teaching committee meeting outcome on PeopleSoft. • Liaise with the Honours co-ordinator to resolve queries related to outcomes timeously. 	<ul style="list-style-type: none"> • Accurate departmental record keeping for Honours applications. • Ensure queries are resolved timeously to avoid unnecessary queries.
	Ad hoc support as requested by HOD/Line Manager	5%	<ul style="list-style-type: none"> • Assuming the responsibilities of other administrative staff in their absence. • Backup for marks processing and scheduling of classes. 	<ul style="list-style-type: none"> • To ensure the smooth running of the department.

MINIMUM REQUIREMENTS

Minimum qualifications	Grade 12			
Minimum experience (type and years)	At least 3 years in an administrative role			
Skills	Human resources Financial background (Invoicing, receipting, Journals) Computer literacy (MS Office 365 - Word, Excel, PowerPoint, Access, and Outlook) Analytical skills Attention to detail. Organizational skills Interpersonal skills & Communication skills			
Knowledge	Educational institution administration systems (HR, Financial, Academic) Data capturing Post graduate and Honours student administration			
Professional registration or license requirements	SAP, PeopleSoft, eRA, VULA and Perceptive Content			
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 UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking/Problem Solving	1	Initiating action/initiative	1
	Building partnerships	1	Professional knowledge and skill	1
	Client/student support	1	Quality commitment/work standards	1
	Energy	1	Results focus	1

SCOPE OF RESPONSIBILITY

Functions responsible for	Academic / HOD administration, HR administration, Departmental administration
Amount and kind of supervision received	Must be able to work independently.
Amount and kind of supervision exercised	Line Manager supervision and approvals as needed.
Decisions which can be made	Decisions relating to UCT's functions and reporting requirements in consultation with Line Manager/HoD
Decisions which must be referred	Decisions not within the UCT policies

CONTACTS AND RELATIONSHIPS

Internal to UCT	Science Faculty, Classroom facilities, Third Party Access, Human Resources, ICTS
External to UCT	Courier, External Examiners, Postgraduate Students, Vendors, Customers,