

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.

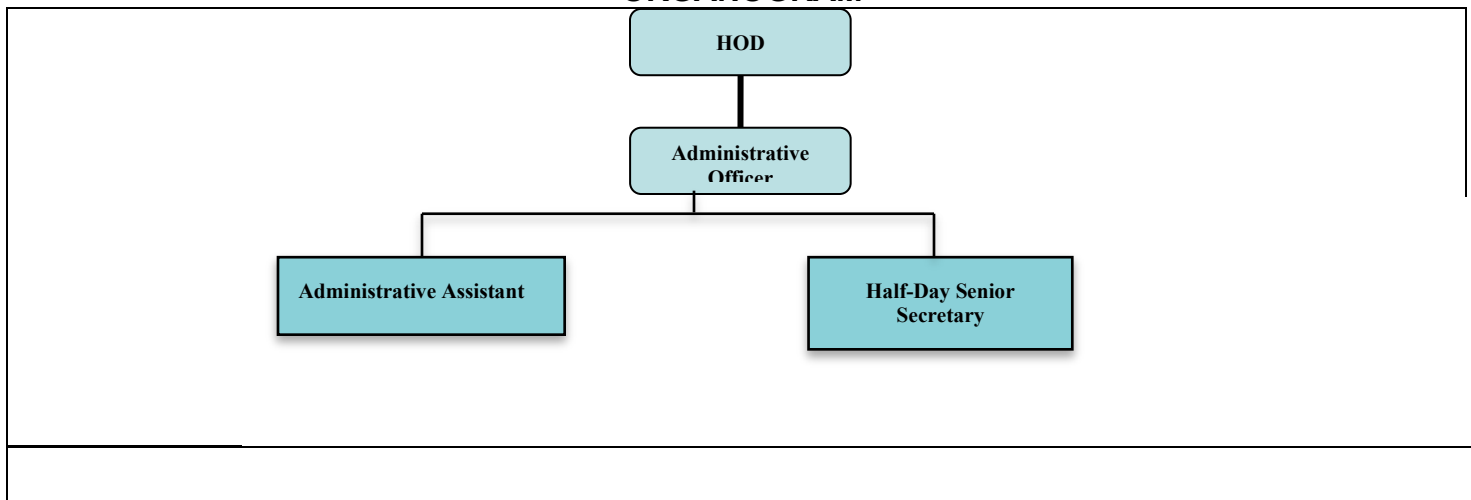
POSITION DETAILS

Position title	Administrative Officer		
Job title (HR Practitioner to provide)	PASS administrative support		
Position grade (if known)	Payclass 08	Date last graded (if known)	2009
Academic faculty / PASS department	Humanities/English Department		
Academic department / PASS unit	PASS		
Division / section			
Date of compilation	2010		

ORGANOGRAM

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

ORGANOGRAM



PURPOSE

The main purpose of this position is to support the Head of Department in the effective running of the Department of English Language & Literature. In effect the HOD and Administrative Officer form a partnership in which the former is responsible for academic leadership and the latter manages the operational, financial and administrative work of the Department.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Financial responsibilities	25%	<ul style="list-style-type: none"> • <i>Planning and budgeting</i> <ul style="list-style-type: none"> - Provide HOD with sufficient information on previous and current years' expenditure to facilitate budget requests. - Compile budget and complete templates required by Faculty Finance - Work with HOD to compile enrolment forecasts • <i>Funds reporting, management and maintenance</i> <ul style="list-style-type: none"> - <i>Manage maintenance of GOB, non-GOB</i> - Monitor expenditure/costs, with particular focus on non-recurrent staffing , operating costs and course expenditure • <i>Purchasing</i> <ul style="list-style-type: none"> - Oversee creation of purchase orders - Ensure AA meets University purchasing • <i>HR Administration</i> <ul style="list-style-type: none"> - Ensure correct fund and cost centres are entered on HR forms, and sufficient funds are available • <i>General</i> <ul style="list-style-type: none"> - Ensure funding proposals go via correct route and that cost recovery and legal aspects are complied with prior to proposals being sent to prospective funders. - Ensure money receipted correctly - Administer annual fixed asset count 	<p>Accurate and efficient financial administration according to given deadlines</p> <p>Timeous reconciliation of monthly non-recurrent staffing spreadsheet</p>

2	Course administration	35 %	<ul style="list-style-type: none"> • Administer undergraduate English courses (1st) <i>Postgraduate English</i> • Advise postgraduate applicants, course structure, admission, registration and submission procedures • Scheduling of classes on PeopleSoft • Check registration of students • Liaise with Humanities Postgraduate Office, Postgraduate Funding Office and Student Records etc • Compute and process results • Send prescribed books for order to bookshops • Arrange venues and book equipment • Create core course Vula site and assist with communicating information to students <i>Undergraduate English</i> • Oversee undergraduate course administration in English, including course expenditure • Create evaluations on Vula at undergraduate and postgraduate levels. 	<p>Informed applicants and students</p> <p>Efficient course administration</p> <p>Accurate student records</p>
3	Final assessment administration	10%	<p>Collect marks throughout semester</p> <p>Upload final course marks onto PeopleSoft at end of each semester</p> <p>Liaise with Exams Office and external examiners</p> <p>Arrange final assessment meetings</p>	<p>Efficient and secure examination process</p> <p>Efficient dealings with external examiners</p> <p>Accurate marks and related information</p> <p>Effective minutes timeously distributed</p>
4	Management of staff	10 %	<p>Line manage Administrative Assistant and Senior Secretary – including setting of objectives, compiling development plans, managing performance and leave</p> <p>Allocate work and update job descriptions where necessary</p> <p>Ensure meeting of Faculty and Department deadlines</p> <p>Handle recruitment and induction of new PASS staff</p> <p>Oversee administration matters</p> <p>Serve as backup for AA and SS</p>	<p>Competent and efficient administrative staff who take accountability for their work</p> <p>Well integrated administrative team</p>
5	General department administration		<p>Service Department Staff Meetings.</p> <p>Organise timetables</p> <p>Compile and update undergraduate lecture schedules and postgraduate core course and elective seminar schedules</p>	<p>Effective minutes distributed timeously</p> <p>Efficient operational functioning of Department</p>

6	Departmental information	Collaborate with course convenors to compile course information for all English courses Update Department websites in collaboration with staff and senior secretary Oversee organization of information for Open Days	Accurate, current, well-presented and user-friendly information
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MINIMUM REQUIREMENTS

Minimum qualifications	Matric – although a tertiary level qualification would be desirable Matric Accounting or an equivalent accounting qualification			
Minimum experience and behavior (type and years)	At least 5 years' experience in administration in an equivalent environment Customer service experience an advantage			
Skills	Essential computer skills: Microsoft Office suite (Word and Excel) Email SAP, PeopleSoft			
Knowledge	Knowledge of current UCT financial policies and procedures Knowledge of academic administration policy, process and procedure People management skills Knowledge of performance management procedures Team building skills			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	High level of integrity and honesty with handling the departmental information and P-card			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Adaptability/ flexibility	2	Quality commitment/ work standards	2
	Building interpersonal relationships	2	Stress tolerance	2
	Coaching/ developing others	1	University awareness	2
	Individual leadership	1	Analytical thinking and problem solving	2
	Client/ student service and support	2	Communication	2
	Information management	2	Planning and organising/ work management	2
	Teamwork/ collaboration	3		