


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

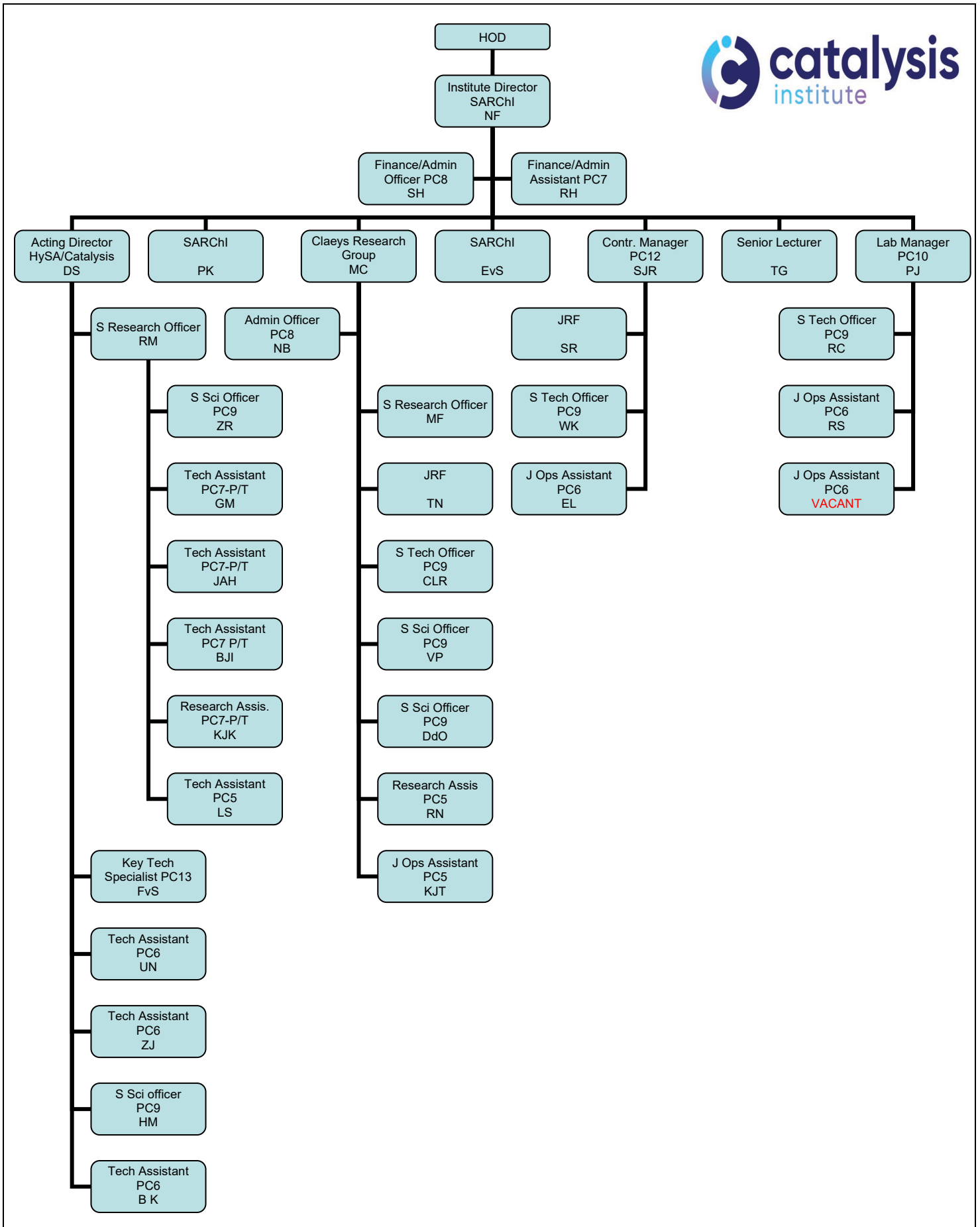
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Technical Assistant		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC6	Date last graded (if known)	20 September 2019
Academic faculty / PASS department	EBE		
Academic department / PASS unit	Chemical Engineering		
Division / section	Catalysis Institute		
Date of compilation	August 2019 (revised November 2022)		

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 assist the Chief Technical Officer/Laboratory Manager, Senior Technical Officers and Technical Assistant in the smooth operation of the Catalysis Institute's laboratories, which is comprised of the CatCentre, c*change and HySA, and perform duties as deemed necessary by Laboratory Manager.

Provision of routine technical services in the Catalysis Institute. These include basic maintenance of laboratory equipment, housekeeping duties and introduction of new students/interns/staff to selected instruments based on existing SOPs. In addition, the individual will fulfill support duties to a Technical Assistant with regards to the gas supply system in the Catalysis Institute.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	LABORATORY	60	<ul style="list-style-type: none"> Maintain housekeeping as per the correct protocols and procedures established in the Catalysis Institute. Basic maintenance of selected lab equipment and systems e.g., Rotovaps, Millipore water system, sieves. This includes assisting users of the equipment and train new users based on existing SOPs. Maintain the stock, accessories and consumables related to the equipment. Maintain stock of general lab consumables such as paper towels, gloves, and disposable pipettes. Assist Senior Technical Officer with waste management. 	<ul style="list-style-type: none"> Compliance with lab standards and procedures. Lab equipment maintained in good working order. Minimise downtime of equipment. Instrument logbooks updated and maintained as per set standards. Minimum interruption of laboratory operations. Compliance with lab protocols. Distribute general stock of consumables to laboratory. Adhere to waste disposal regulations.
2	GAS SUPPLY	20	<ul style="list-style-type: none"> Supports Technical Assistant (TA) in routine aspects of the Catalysis Institute's gas supply. These include routine changes of gas cylinders, acceptance of deliveries and inventory maintenance. Support TA in monitoring of gas supply for Catalysis Institute labs. Assist with gas leak detection of general reticulated gas delivery system and individual gas cylinders. 	<ul style="list-style-type: none"> Sufficient stock levels maintained. Accurate and updated inventory list. Support user needs regarding gas. Minimum disruption to Catalysis lab operation. Safe handling of gases without exposure and losses.

3	SAFETY, HEALTH AND ENVIRONMENT (SHE)	20	<ul style="list-style-type: none"> • Maintain laboratory environment as per the set Safety, Health and Environment standards. • Act as first aider. Level 1 first aide training/course to be undertaken by the Technical Assistant as part of this position/job requirements. • Maintain service roster for breathing apparatus & fire extinguishers. • Replenish stock of first aid boxes and spill kits as per defined contents. • Notify responsible persons of relevant hazardous materials, unsafe laboratory practices and/or safety concerns. 	<ul style="list-style-type: none"> • Ensure compliance with all existing SHE policies and procedures. • Assist in emergency situations according to official training. • Ensure adherence to safety protocols • Fully stocked first aid boxes and spill kits. • Safe working environment is maintained
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MINIMUM REQUIREMENTS

Minimum qualifications	National Diploma (or equivalent) in mechanical or chemical engineering or a related field.			
Minimum experience (type and years)	One-year exposure to multiuser laboratory environment.			
Skills	Good laboratory practices, able to communicate in verbal and written form with a large user group, computer literacy (Microsoft Office).			
Knowledge	SHE requirements, good laboratory practices,			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	N/A			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical	1	Communication	1
	Problem Solving	1	Teamwork/Collaboration	1
	Professional knowledge and skill	1	Building interpersonal relationships	1
	Client/Student service and support	1	Planning & organizing	1


SCOPE OF RESPONSIBILITY

Functions responsible for	Housekeeping, Laboratory Gases, Health and Safety
Amount and kind of supervision received	Supervised on daily basis by Lab Manager and STO.
Amount and kind of supervision exercised	none
Decisions which can be made	Filling of stock, routine maintenance of instruments.
Decisions which must be referred	Tasks beyond instructed SOPs.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Relationship with all staff in the Catalysis Institute, as well as Technical assistants/officers and Lab Managers within Chemical Engineering and possibly Chemistry
External to UCT	Suppliers as and when needed

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder	VACANT			
Line Manager	Portia Johnston		X 3565	21.11.2022
HOD	Aubrey Mainza			
Dean / ED	Alison Lewis			
HR Practitioner	Nurunisa Hendricks			