

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

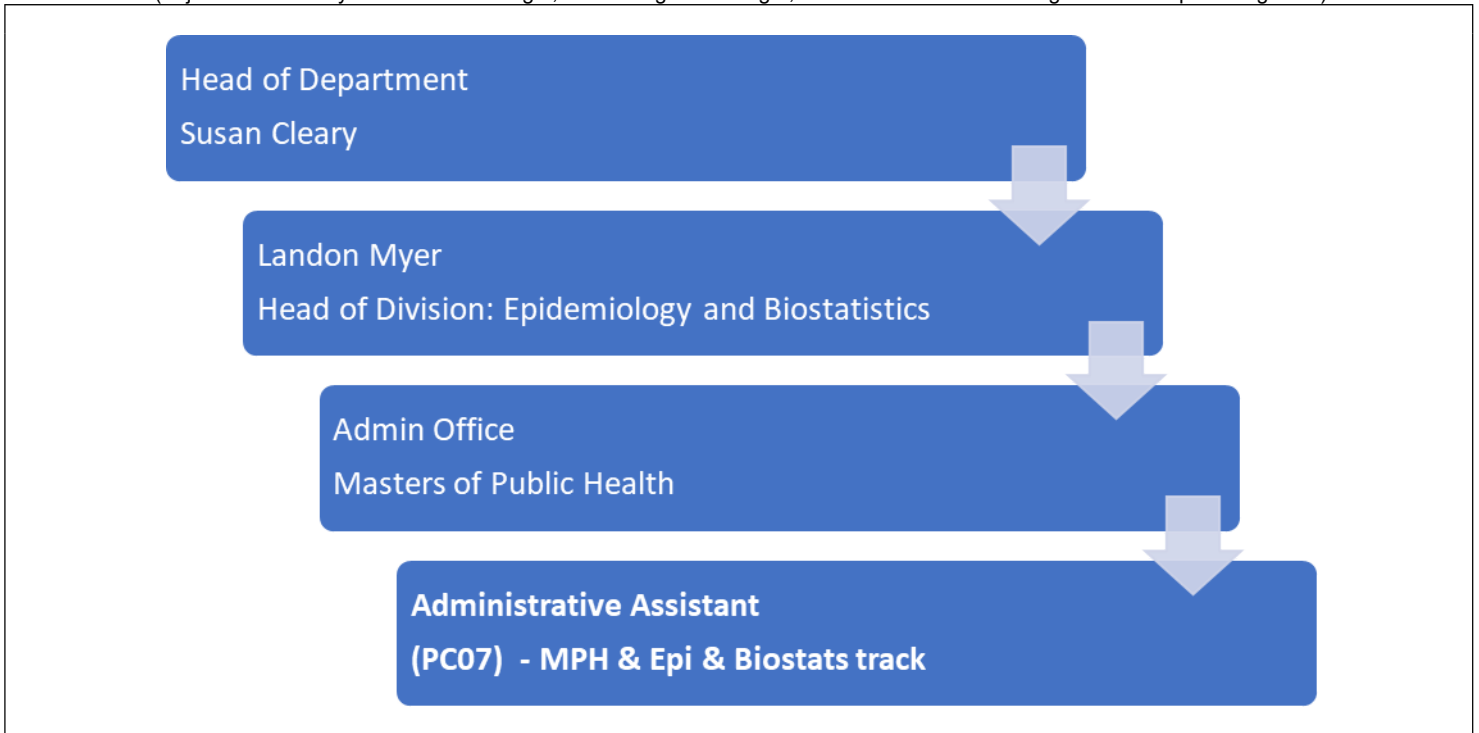
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Administrative Assistant: Postgraduate (MPH/MSc programme and Epi & Bio Division)		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC07	Date last graded (if known)	March 2024
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	School of Public Health		
Division / section	Division of Epidemiology and Biostatistics		
Date of compilation	June 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 high level academic and finance administrative support to the MSc and MPH programmes in the Division of Epidemiology and Biostatistics, to the Division of Epidemiology and Biostatistics generally and to the Head of the Division specifically in a manner that supports and contributes to a responsive effective and efficient service.

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	MPH/MSc programme and Divisional administration	50%	<p>Admissions and Registration Assist HoDiv</p> <p>A. Applications</p> <ul style="list-style-type: none"> • Manage enquires and applications • Assist the AO with student application and selection process • Inform applicants of the outcome • Respond to inquiries regarding the programmes and applications received. • Preparation of information packs • Assist the AO with Orientation and registration of new students – venue directions and reminders <p>B. Teaching support</p> <ul style="list-style-type: none"> • Schedule and co-ordinate teaching venues, equipment bookings and set-up • Check any changes with regards to class size, semester changes etc • Follow up with Dept Assistant to ensure venues have been correctly allocated • Communicate venue allocations with the student population timeously • Ensure the smooth running of block. • Liaise with programme convenors with regards to teaching and exam requirements <p>C. Student related administration</p> <ul style="list-style-type: none"> • Typing of correspondence and documentation • Photocopying and faxing • Submission on plagiarism documents by students <p>D. External Examiner</p> <ul style="list-style-type: none"> • Process external examiner appointment forms • Ensure that examiner forms are correctly completed • Ensure that marks are verified by external examiner, convenor and HOD • Ensure that External Examiner report is received, signed by the HOD and submitted to the postgraduate unit for processing in the absence of AO 	<p>A. Submission of completed application forms Collate updated information for information packs Well run Orientation Day Knowledge of UCT policies, process and procedures. Knowledge of PeopleSoft Understand registration policy and procedure to guide and refer students appropriately Student and graduate enquiries are timeously and efficiently handled.</p> <p>B. Accurate scheduling with correct course codes and class size Departmental Assistant has correct information to effect venue bookings Ensure accuracy and attention to detail</p> <p>C. All documents prepared with accuracy and attention to detail.</p> <p>D. Externals examined by due date</p>

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	MPH/MSc programme and Divisional administration (cont)		<p>E. Exam & Marks Processing:</p> <ul style="list-style-type: none"> • Ensure marks are received by due date • Student marks to be forward to AO for master database • Send out reminders • Collating and capturing of student marks relating to assignments onto Excel • Collect marks from module convenors • Ensure that HOD/Director signs off on marks and process onto PeopleSoft • Send signed results off to PG Unit • Assist students with queries regarding marks <p>F. Convenor and lecturer support</p> <ul style="list-style-type: none"> • Provide backup and troubleshoot in the absence of the AO • Venue set-up • Printing requests • Ensure course material is loaded onto Vula timeously • Copyright – request for reading material done on database 	<p>E. Ensure venue bookings, scripts arranged timeously Marks elicited timeously from convenors Accurate, updated records of marks Marks received timeously and accurately loaded by Faculty deadline Master database has accurate data for AO reporting</p> <p>F. Lectures proceed without disruption Students have access to online course material Copyright authorization obtained before loading course material</p>
2	General Administrative support On-line diary management of the Head of Division Epidemiology and Biostatistics	20%	<p>A. Diary management</p> <ul style="list-style-type: none"> • Diary Management of Head of Division • Setting up of meetings, co-ordinate travel and accommodation • Applying for S&T and/or per diems timeously • Ensuring that advances are cleared after the trip and travel reports are made available if UCT funds were used • Co-ordinate specific Divisional activities not related to academic programmes • Arrange refreshments for meetings and training <p>B. Day-to-day divisional admin support to Head of Division and divisional activities</p> <ul style="list-style-type: none"> • Maintaining up to date and accurate filing system • Ordering of books, stationery and equipment • Ensure that water is in full supply • Order tea, coffee and milk for the division • Typing of correspondence, and reports • Taking, typing and distribution of minutes, pertaining to the division • Organise meetings, workshops and request venues • Send out reminders of meetings • Meetings with Head of Division to ensure follow-up on divisional matters, i.e. website updates, maintain staff lists of divisions. Co-ordinate specific divisional activities not related to a specific academic programme • Report faults if technical problem arises • Create and update content for social media platforms 	<p>A. Diary updated frequently during the course of each day Timeous accurate travel arrangements Efficient support to Head of Division Good interpersonal skills Good organizational Skills Timeous communications per request of the Head of Division Knowledge of UCT policy processes and procedures in relation to academic administration</p> <p>B. Organized filing system in place Maintained student data and records Availability of books/stationery/equipment Good feedback Minutes and agendas typed accurately and distributed within required timelines Well organized meetings/workshops Divisional activities well managed Efficient support to Head of Division</p>

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
2	General Administrative support On-line diary management of the Head of Division Epidemiology and Biostatistics (cont)		<p>C. Client Liaison (Internal and External)</p> <ul style="list-style-type: none"> • Co-ordinate liaison between Faculty/School/Divisions/ external stakeholders • Liaise and support programme convenors/assistant convenor and all supervisors in relations to administrative matters where required • Develop and maintain relevant databases • Source relevant UCT forms and complete where required • Arrange 3rd party access for visiting lectures in relation to teaching activities <p>D: Cleaning and building maintenance</p> <ul style="list-style-type: none"> • Manage cleaning staff • Liaise with cleaning staff supervisor should the need arise • Log building maintenance • Follow-up with contractors • Sign off once confirmation sheet by contractor once job has been completed • Use own initiative and handle problems and then direct to respective office 	<p>C. Positive feedback from internal and external clients Queries responded to politely, professionally and within the required timeframe</p> <p>D: Enhance administrative functioning of the unit Accurate capture maintenance of date Compliance to relevant faculty/departmental and university policies, protocols and procedures</p>
3	Financial administration	10%	<ul style="list-style-type: none"> • Process postgraduate student bursaries and scholarships • Ensure journals are prepared for relevant payments across faculties/departments • PCard purchases and obtain P-card slips • Prepare invoice and receipt requisitions • Prepare reimbursement documents • Prepare purchase order request and send for processing 	Knowledge of UCT policies, procedure and processes in relation to finance
4	Human Resources	10%	<p>HR Administration</p> <ul style="list-style-type: none"> • Provide administrative support to recruitment of new staff • Complete HR Forms for all lecturers, teachers' assistants, external examiners and honorary appointments • Ensure the relevant approvals are received and submitted to the school's HR Administrator for further processing • Assist with all aspects in obtaining work permits if necessary • Maintain accurate records of all staff within the division • Assist with office equipment and stationery for new staff • Ensure that furniture and stationery are procured in advance • Appointments and reimbursement for all divisional staff including honorary staff • Assist with renewing contracts, end of contracts, leave payout & resignations 	<p>Knowledge of HR admin policy, process and procedures Implementation of HR policies Complete and submit documents on time and according to standard Staff paid within timeously</p>
5	Administrative support across the division when required	10%	<p>Provide assistance to the postgraduate officer during peak times. Assist with additional tasks as required by the manager</p>	Efficient operations and smooth functioning; effective support which contribute to productive work environment.

MINIMUM REQUIREMENTS

Minimum qualifications	National Diploma and Advanced Certificate (or NQF6 equivalent)			
Minimum experience (type and years)	<p>Requirements:</p> <ul style="list-style-type: none"> • 3 years relevant administrative experience • Demonstrate high level proficiency to use software such as MS Office, PeopleSoft and Outlook • Evidence of good written and spoken English • Ability to problem solve and use initiative • Evidence of excellent planning and organization skills • Evidence of meticulous attention to detail and follow-up <p>The following would be advantageous:</p> <ul style="list-style-type: none"> • Experience with postgraduate academic administration • Sound knowledge of Vula and PeopleSoft • Working knowledge of UCT policies and procedures 			
Skills	<p>Excellent written and verbal communication skills</p> <p>High work standards and alignment with operating procedures</p> <p>Client service orientation</p> <p>Attention to detail</p>			
Knowledge	<p>Administrative knowledge and skills</p> <p>UCT policies and procedures</p>			
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 and finances			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Communication (written and verbal)	1	Planning and organizing	1
	Teamwork and collaboration	1	Building interpersonal relationships	1
	Client/student services and support	1	Professional knowledge and skills	1
	Problem solving	1	University awareness	1

SCOPE OF RESPONSIBILITY

Functions responsible for	All administrative support required for the Division of Epidemiology and Biostatistics
Amount and kind of supervision received	Reports directly to Administrative Officer (MPH)
Amount and kind of supervision exercised	N/A
Decisions which can be made	Related to routine administrative tasks once trained and competent
Decisions which must be referred	Any academic content issue for complicated adhoc administrative tasks that require initial debriefing or training where appropriate. Approval of HR appointments. Financial transactions requiring the approval of the fund holder or HoDiv.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Division of Epidemiology and Biostatistics, academic or administrative staff in other divisions in the School and Faculty, Deanery, Postgraduate Office as well as postgraduate students.
External to UCT	Provincial Department of Health, other Schools of Public Health, Divisions of Epidemiology and Biostatistics both locally and internationally as well as other public and private entities related to our business.