



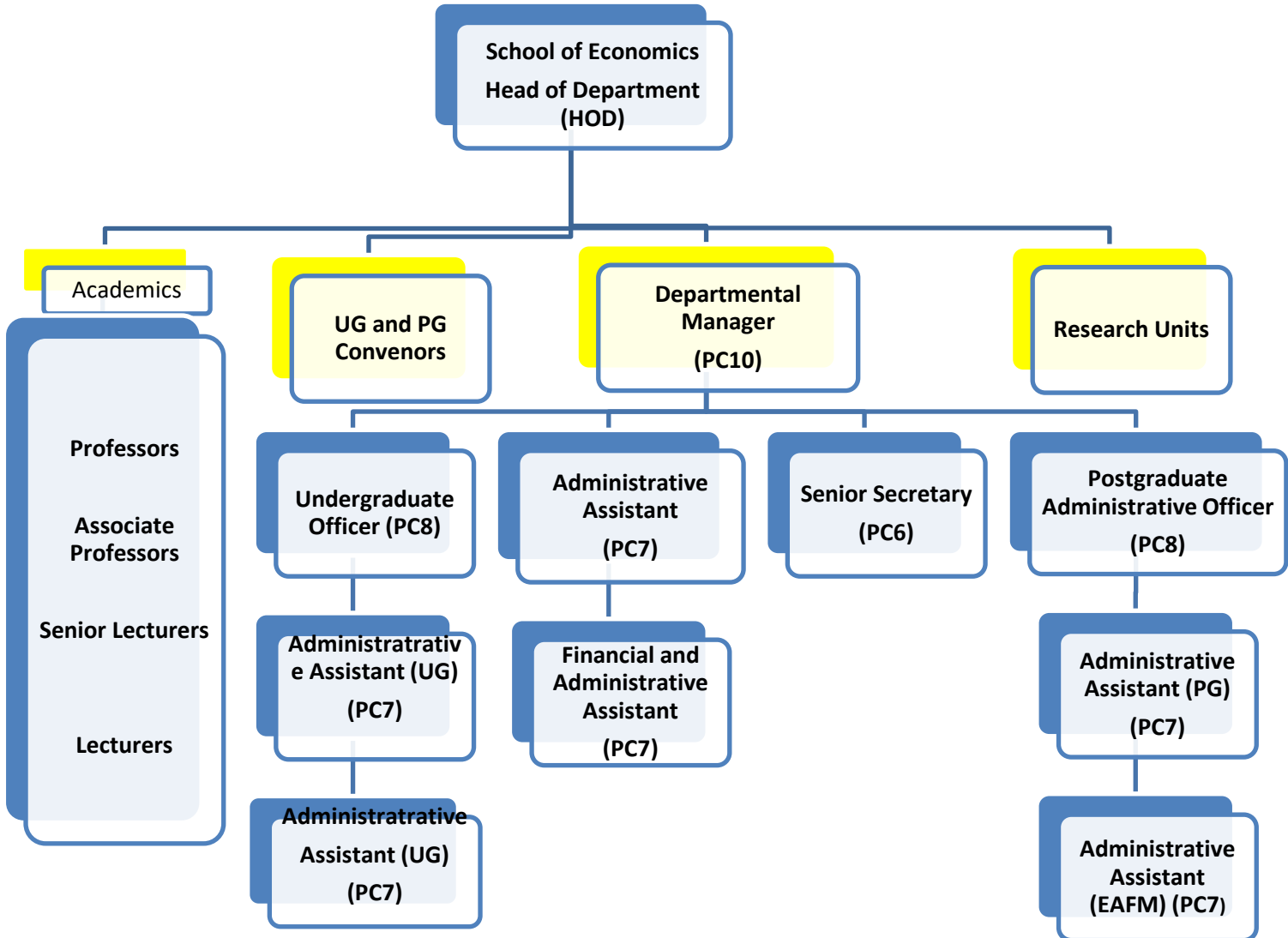
NOTES

- 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)			
Position grade (if known)	7	Date last graded (if known)	2016
Academic faculty / PASS department	PASS		
Academic department / PASS unit	School of Economics		
Division / section			
Date of compilation	August 2024		

ORGANOGRAM



PURPOSE

The main purpose of this position is to provide dedicated secretarial, HR and finance administrative support to the School of Economics. This includes support to the HoD and Departmental Manager.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Human Resources administration	60%	<ul style="list-style-type: none"> - Prepare monthly paid on claim and adhoc appointees payment requests - Prepare the paperwork of all new appointments (e.g. tutors, contract lecturers, ad-hoc, markers etc.) - Prepare the paperwork for additional payments to PASS and Academic staff - Process payments for external examiners - Process payments for invigilators - Process overtime payments for staff - Adjust and update all paperwork relating to changes in appointments - File HR documents including; personnel file, leave forms, appointment letters, contracts and departmental policies electronically on the shared drive - Follow up on outstanding payments - Communicate changes to colleagues regarding new processes or changes in HR administration / policies. - Arrange recruitment logistics - Create and maintain a relevant document management tracking system in relation to the HR function. 	<ul style="list-style-type: none"> - All forms are completed accurately - All the HR admin is done according to the UCT policy and procedures - Payroll deadlines are met - A methodical, simple, easy to use document management system is implemented and well maintained - Accurate, updated staff records available e.g. contracts, overtime etc. - Required recruitment paperwork available for each interview and filed afterwards - Recruitment logistics arranged

2	Financial Administration	20%	<p>Financial Administration support</p> <ul style="list-style-type: none"> - Assist with the completion of finance related forms for purchasing, p-card administration, journal transfers and other fund related administration - Assist with processing academic reimbursements - Assist with processing subsistence and travel payouts as well as insurance before travelling internationally - Draw SAP reports for academic staff (research funds) as required. <p>Assist with Purchasing where required</p> <ul style="list-style-type: none"> - Submit purchase order requests - Ensure that all invoices are paid - Liaise with creditors regarding queries <p>Assist with Asset Management</p> <ul style="list-style-type: none"> - Manage asset and inventory register, order new equipment, stationery and office supplies - Oversee security procedures for asset safekeeping and office security <p>Assist with the Monitoring</p> <ul style="list-style-type: none"> - Maintain the tracking system to monitor PO's to ensure that they are cleared monthly - File finance documents electronically on the shared drive; reimbursement documentation; P-CARD and departmental policies etc 	<ul style="list-style-type: none"> - All forms are completed accurately in order for the Finance office to efficiently process paperwork relating to the School of Economics - All the finance admin is done according to the UCT policy and procedures - A methodical, simple, easy to use document management system is implemented and maintained daily - Purchases are done timeously - Monthly reports on purchases are submitted - Reconcile the Departmental Manager and Directors P-Cards - Keep all paperwork for purchasing cards - All invoices are paid - Reimbursement are processed, and payment is confirmed
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3	HoD Support, General Administration and Events Co-Ordination	20%	<p>Diary Management</p> <ul style="list-style-type: none"> - Manage and maintain the HOD's diary in terms of scheduling appointments, time management and keeping it up to date <p>Travel arrangements</p> <ul style="list-style-type: none"> - Coordinate travel, VISA, car hire and accommodation requirements and ensure that arrangements that are in place for the Director match their requirements. - Ensuring that all necessary documentation relating to UCT travel has been completed and submitted <p>Meeting Administration</p> <ul style="list-style-type: none"> - Plan, co-ordinate and schedule HOD and Departmental and other meetings and functions. - Prepare meeting agendas and distribute - Compile minutes of the meetings <p>Administration</p> <ul style="list-style-type: none"> - Attending to queries and correspondence in a proactive manner - Photocopying and scanning of documents - Maintaining an electronic filing system - Typing correspondence and documentation - Coordinate efficient day to day running of the office - Manage stationery stock levels, order stationery/office consumables - Log calls for maintenance and IT problems - Assist visiting academics and ad hoc staff / interns with Third Party Access - Running adhoc errands as required - Completion of any other admin related forms, as required - Any other adhoc administrative duties <p>Events</p> <ul style="list-style-type: none"> - Assist with the organisation and coordination of all logistical aspects related to events including weekly seminars, meetings, workshops and training workshops - Ensure that all necessary equipment is arranged and set up for these events. - Specific tasks handling with regard to event management, i.e. catering, travel, accommodation, material collating, printing and dissemination, etc. 	<ul style="list-style-type: none"> - HODs diary consistently up to date - Busy diary commitments, papers and travel arrangements are managed effectively including producing a daily folder with diary, necessary papers etc. and troubleshooting problems - Travel documentation completed as per required procedures - Travel and other arrangements made timeously and within budget - Timeous, accurate travel arrangements - Agendas are compiled and distributed a week before the meeting commences - Accurate meeting minutes taken, typed and distributed according to the required format and within the required timeframe - Organised filing system in place - Positive feedback - Stationery available when needed - Relevant timelines are adhered to for document submissions - Office is kept organized - Events occur according to schedule and specification
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MINIMUM REQUIREMENTS

Minimum qualifications	NQF level 4 qualification with an administration or office management diploma			
Minimum experience (type and years)	<ul style="list-style-type: none"> • Minimum of 2 years' demonstrable experience in a similar role including Human Resource and Financial administration • High level of computer literacy, in particular MS Word and MS Excel • Demonstrable experience in an ERP System (e.g. Oracle, SAP, Peoplesoft etc) 			
Skills	<ul style="list-style-type: none"> • Effective interpersonal, oral and written communication skills • Planning, organizing and problem-solving skills • Ability to work in a highly pressurized environment dealing with large volumes and tight deadlines • Good time management, planning and organizational skills • Meticulous approach and attention to detail • Ability to multitask and work accurately with minimal supervision • Ability to work in a team and on an individual basis • Ability to interact with stakeholders at different levels 			
Knowledge	<ul style="list-style-type: none"> • Experience working in the Higher Education sector • Knowledge of processes within Higher Education Institutions • Knowledge of UCT HR and Finance Policy and Procedures • Experience in Events Co-ordination 			
Professional registration or license requirements	<ul style="list-style-type: none"> • 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"> • Honesty • Accuracy • Ability to handle confidential information • Possess a high level of honesty an integrity in handling cash and finances 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	3	Communication	3
	Stress tolerance	3	Results focus	3
	Teamwork / collaboration	3	Individual Leadership	2
	Conceptual thinking	2	Client / Student Service and Support	3
	Information management	3	Accuracy	3
	Decision-making/ Judgement	2	Adaptability /Flexibility	3

SCOPE OF RESPONSIBILITY

Functions responsible for	HR administration, finance support, HOD support, events co-ordination and general office administration
Amount and kind of supervision received	Moderate
Amount and kind of supervision exercised	None
Decisions which can be made	
Decisions which must be referred	All financial decisions

CONTACTS AND RELATIONSHIPS

Internal to UCT	Human Resources, Finance, Faculty, PASS and Academic
External to UCT	Service Providers and Clients