

NOTES

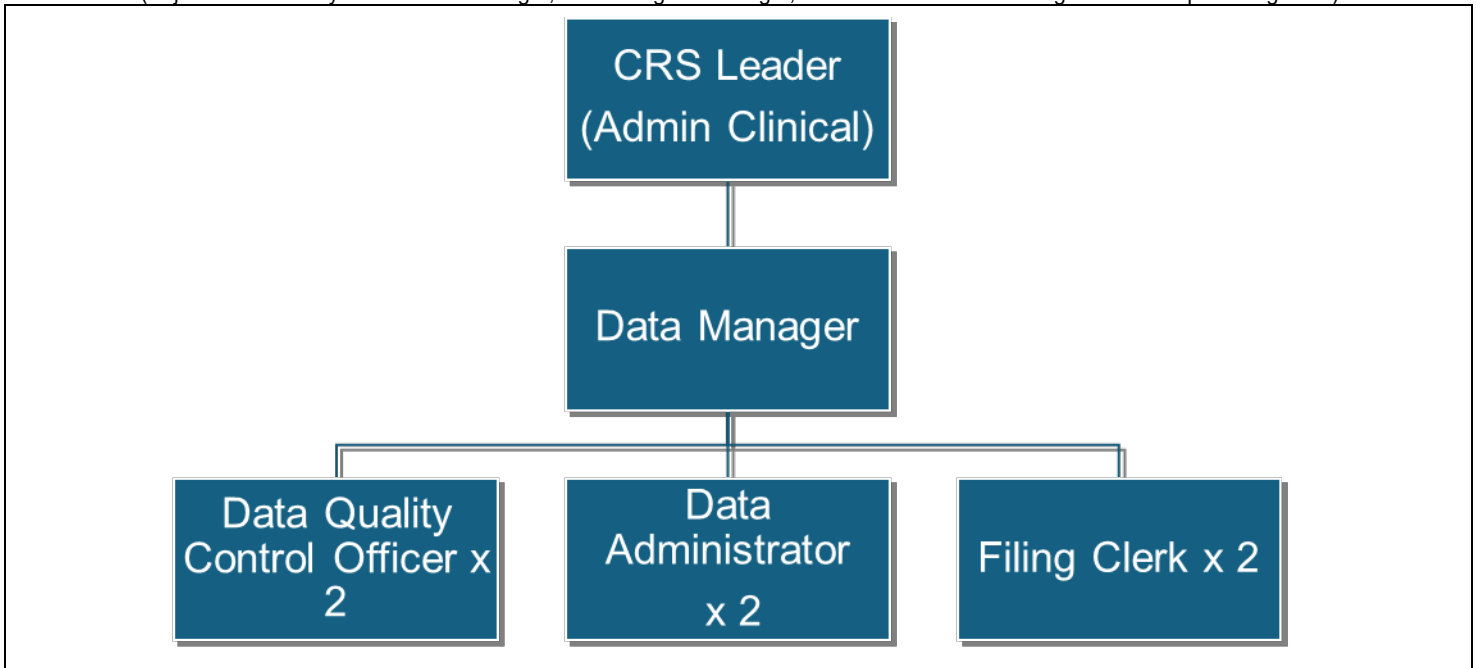
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Filing Clerk		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC05	Date last graded (if known)	Dec 2016
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Medicine		
Division / section	Desmond Tutu HIV Centre		
Date of compilation	November 2024		

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 ensure the systematic filing of participants' files and other records for the Emavundleni Research Centre.

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	Filing	75%	<ul style="list-style-type: none"> • To compile visit packs for the participants' folders/files • To issue files to Study Coordinators for scheduled participants on the afternoon before the visit date • To issue files as requested by the Study Coordinators for Interim and unscheduled visits • To collect files from the Study Coordinators at the end of the day and hand them over to the Data Coordinators for QC2 • To issue files as requested by the Principal Investigator or Designee for the capturing of laboratory results or updating of data (e.g. adverse events, concomitant medications, etc.) • To ensure proper filing of folders per clinical trial. • Archiving old participants' records • Direct filing queries to appropriate individual/s. 	<p>Organised filing system in place</p> <p>Files archived per site or sponsor SOPs</p>
2	Clinical Assistance	15%	<ul style="list-style-type: none"> • Ensure correct visit packs are in folders for follow-up visits. • To file the laboratory results appropriately after they have been captured. 	<p>Accurate, updated records</p> <p>Visit packs properly organised</p>
3	General Administration	10%	<ul style="list-style-type: none"> • Photocopying when required • Faxing when required • Shredding of documents 	<p>Research trials remain uninterrupted</p>

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> • Matric (Grade 12) • Tertiary administrative qualification advantageous 					
Minimum experience (type and years)	<ul style="list-style-type: none"> • 1 to 2 years of work experience in clinical trials essential doing filing • Previous filing clerk experience will be advantageous. 					
Skills	<ul style="list-style-type: none"> • Computer Literacy (MS Office) 					
Knowledge	<ul style="list-style-type: none"> • 					
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"> • N/A 					
Competencies (Refer to UCT Competency Framework)	Competence		Level	Competence		Level
	Excellent interpersonal skills		2	Attention to detail		3
	Excellent time management skills		2	Diligent and careful worker with sound organisational skills		3
	Problem-solving skills		1	Proactive		1
	Able to initiate action		1			

SCOPE OF RESPONSIBILITY

Functions responsible for	Filing, Archiving of old Participant Records, Copying and Shredding
Amount and kind of supervision received	Full time supervision
Amount and kind of supervision exercised	None
Decisions which can be made	In liaison with Line Manager
Decisions which must be referred	

CONTACTS AND RELATIONSHIPS

Internal to UCT	
External to UCT	