

NOTES

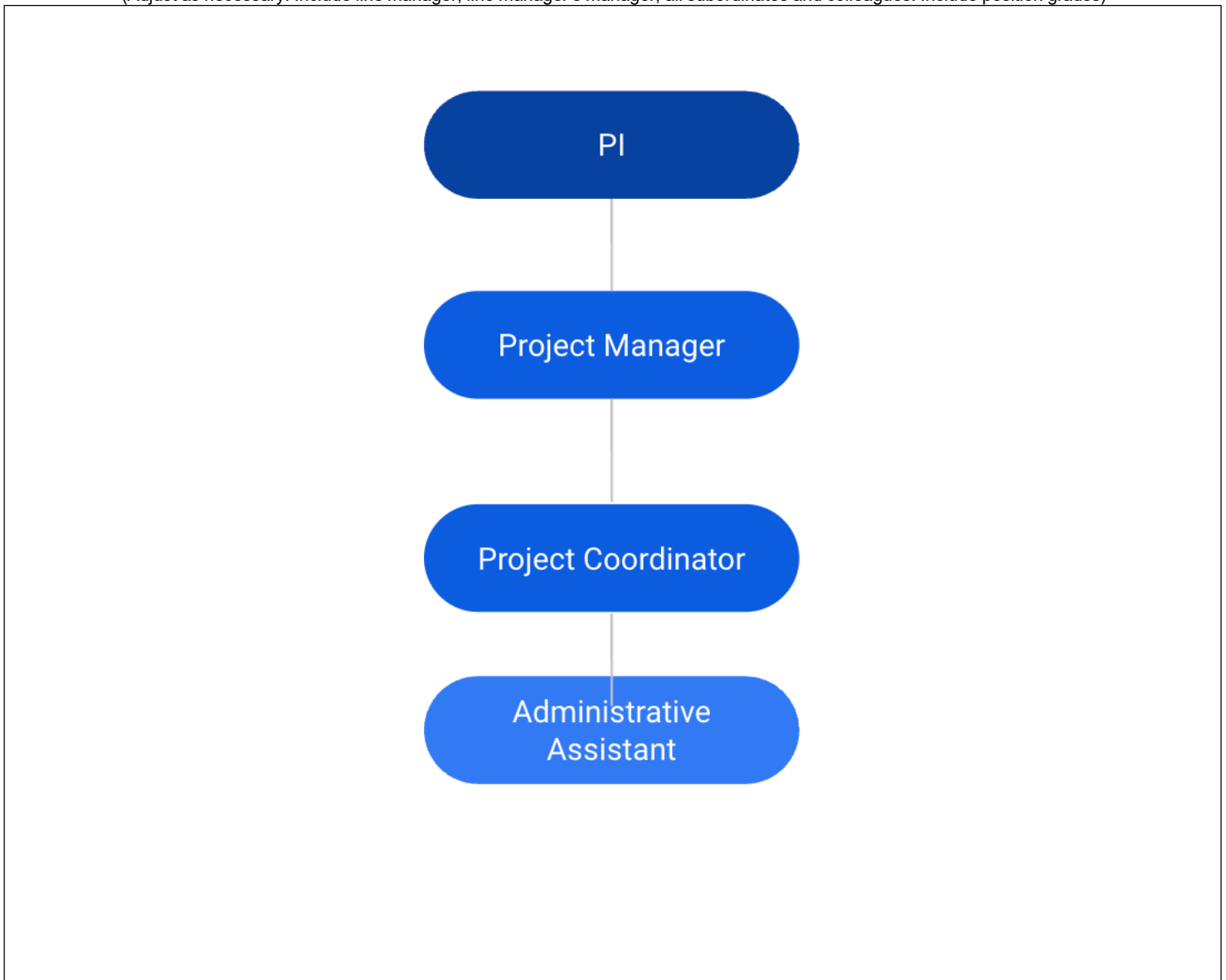
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Senior Secretary		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC 06	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Paediatrics		
Division / section	Neurodevelopment research group		
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 oversee the operational aspects of our research facility; which is a double-story Victorian House in Rondebosch. This includes managing office resources, coordinating with external vendors, ensuring compliance with health and safety standards, and maintaining a smooth, organized flow of operations.

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	Facility Management	20	<ul style="list-style-type: none"> • Ensure that all areas of the facility are clean, organized, and safe. • Coordinate with maintenance providers and oversee regular repairs, inspections, and upgrades as needed. • Manage facility inventory and supplies, including ordering and restocking office materials and clinical equipment. 	Facilities are well maintained and compliant.
2	Workplace Administration Support	20	<ul style="list-style-type: none"> • Coordinate scheduling for shared spaces and assessment rooms to avoid conflicts and maximize efficiency. • Assist with administrative duties such as data entry, filing, and records management as needed. • Support the daily operations and flow of activities in coordination with clinical and administrative staff. 	Rooms and resources within facility are adequately shared across staff needs.
3	Vendor and Resource Coordination	20	<ul style="list-style-type: none"> • Serve as the primary point of contact for vendors, contractors, and suppliers. • Monitor and manage relationships with external service providers, including janitorial, security, and IT support. • Ensure compliance with regulatory standards and coordinate any necessary inspections or certifications. 	Third parties have a primary point of contact who is able to timeously manage matters.
4	Client and Staff Support	20	<ul style="list-style-type: none"> • Greet clients and visitors warmly, ensuring a welcoming atmosphere. • Address any research participants needs or issues related to facility access, amenities, or general inquiries. • Assist staff with logistical support, including coordinating team meetings, events, and facility arrangements. 	Visitors are directed to appropriate staff member in a professional and efficient manner.

5	Health, Safety, and Compliance	20	<ul style="list-style-type: none">• Ensure that the facility meets all health and safety regulations, including cleanliness and hygiene standards.• Enforce protocols for emergency preparedness and safety.• Conduct regular checks to ensure compliance with industry standards and report any issues to management.	Facilities are well maintained and compliant.
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MINIMUM REQUIREMENTS

Minimum qualifications	An NQF Level 4 qualification (or Grade 12 certificate) Advantageous: Diploma or Undergraduate qualification			
Minimum experience (type and years)	2 years experience in facilities management, office administration, receptionist, or a similar role.			
Skills	<ul style="list-style-type: none"> Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and other office management software. Strong organizational skills with the ability to multitask effectively. Excellent communication skills and a customer-service orientation with the ability to address collaborators with tact and diplomacy. Excellent time-management skills and the ability to organize, prioritize and multi-task within a highly pressurized environment. Proficient in English and either Afrikaans or IsiXhosa. Advantageous: <ul style="list-style-type: none"> Basic budgeting and financial tracking skills. 			
Knowledge	Advantageous: <ul style="list-style-type: none"> Familiarity with health and safety regulations and best practices for clinical environments. 			
Professional registration or license requirements				
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"> A high level of honesty and integrity. Meticulous attention to detail. Analytical thinking and problem solving. Ability to be proactive and take initiative. Ability to work under extreme pressure with competing priorities. Excellent numeracy skills. 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Problem solving	1	Building interpersonal relationship	1
	Quality commitment	1	Communication	1
	Resource management	1	Planning and organizing	1
	University awareness	1	Teamwork	1

SCOPE OF RESPONSIBILITY

Functions responsible for	Facility Management Workplace- Administration- Support Vendor and Resource Coordination Client and Staff Support Health, Safety, and Compliance
Amount and kind of supervision received	Project Manager and Project Coordinators will supervise
Amount and kind of supervision exercised	Nil
Decisions which can be made	Nil
Decisions which must be referred	All

CONTACTS AND RELATIONSHIPS

Internal to UCT	Staff
External to UCT	Third party service providers