

HR191	POSITION DESCRIPTION	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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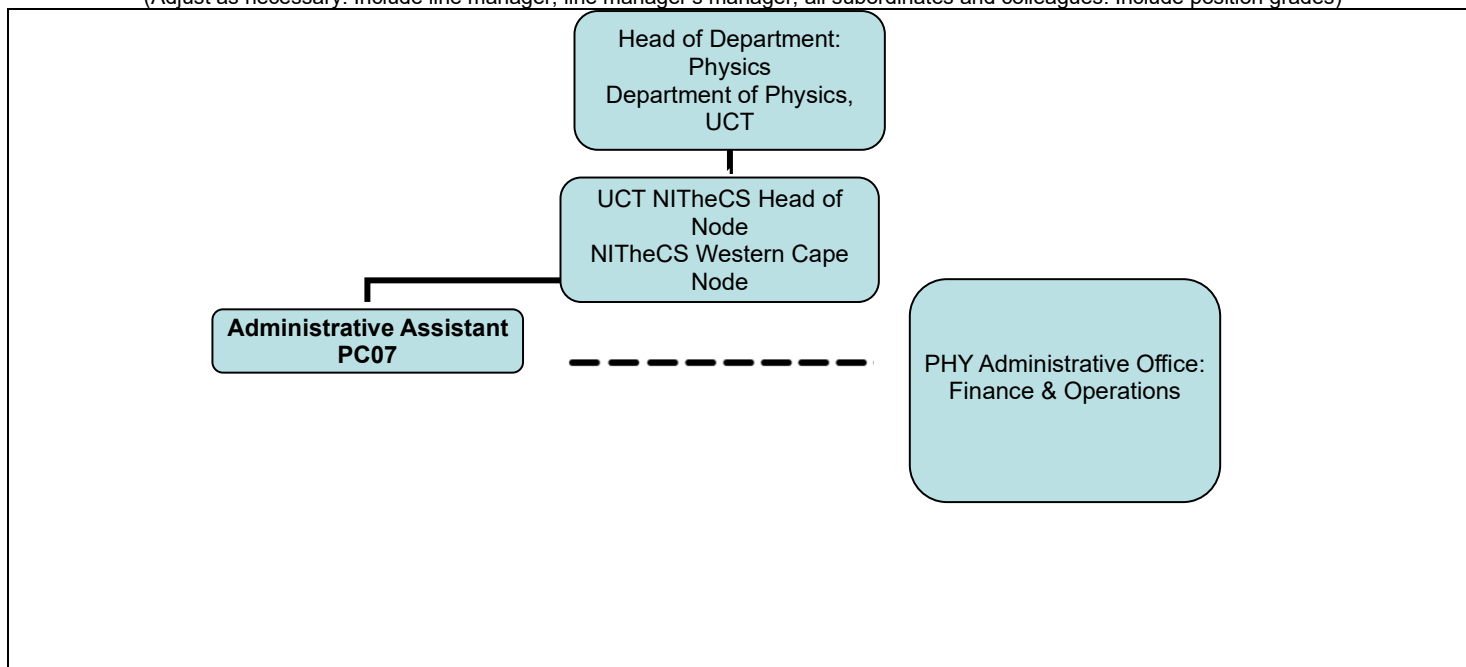
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Administrative Assistant		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC07	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Science		
Academic department / PASS unit	Department of Physics		
Division / section	NITheCS Western Cape Node		
Date of compilation	June 2026		

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 administrative, financial, and operational support to the National Institute for Theoretical and Computational Sciences (NITheCS) Western Cape Node, hosted at the University of Cape Town. The position ensures the smooth day-to-day functioning of the Node, coordinates financial and administrative processes between the NITheCS Hub, UCT, Western Cape branches, researchers, students, and partner institutions, and supports the Node's reporting and compliance obligations in accordance with UCT, NITheCS, and NRF policies and procedures.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Financial Administration	25%	Initiate, process and track fund transfers between the NITheCS Hub, UCT Node, Western Cape Branches, research programmes, associates, and students. Process reimbursements, advances, clearance of advances, S&T and mileage claims, journal entries, and receipt and invoice requisitions for fund holders. Process purchases, purchasing card transactions, and	All finance paperwork completed accurately and in accordance with UCT, NITheCS, and NRF policies and procedures. Up-to-date and reconciled financial records, including PCard statements. Finance queries resolved timeously and aged items cleared.
2	HR Administration	10%	Complete HR appointment forms and related paperwork for posts paid from Node funds. Process salary payments to consultants and external collaborators engaged by the Node. Advise NITheCS associates, postdoctoral fellows, and students on UCT HR policies and procedures. Follow up on HR queries related to Node funds.	HR paperwork accurately completed and submitted in time for UCT's monthly pay run. HR queries followed up on immediately and resolved.
3	Postgraduate and Postdoctoral Academic Administration	10%	Capture postgraduate and postdoctoral bursary forms and journals on PeopleSoft. Liaise with bursary recipients and relevant departments and faculties on stipend and bursary payments. Assist postgraduates and postdoctoral fellows with registration and, where relevant, visa and relocation	Students and postdoctoral fellows paid on time and kept informed. Registration, visa, and relocation matters addressed timeously.
4	Event and Programme Administration	20%	Coordinate workshops, seminars, meetings, conferences and other events hosted or supported by the Node — including scheduling, venue bookings, travel, accommodation, catering, and communications. Set up online sessions and links for training, lectures, and seminars on MS Teams, Zoom, and equivalent platforms.	Successful, well-coordinated workshops, seminars, and conferences delivered on time and within budget. Accurate, timely meeting minutes and agendas distributed to participants. Online and physical event logistics arranged efficiently and ahead of time.
5	General Office and Research Administration (incl. Branch coordination)	25%	Provide general administrative support to the Head of Node and the Node's academic associates. Maintain administrative records, databases, mailing lists, and Node documentation. Liaise with the NITheCS Hub, the three Western Cape Branches (AIMS, UWC, CPUT), partner institutions, and	Smooth day-to-day operation of the Node. Up-to-date, accurate, and accessible Node records and databases. Timely flow of information between the Node, the Hub, and the three Western Cape Branches.
6	KPI Reporting	5%	Provide monthly KPI reports to the Science Faculty Finance Manager, with a copy to the Head of Node, covering purchase order status, PCard transactions, outstanding invoices, and other agreed indicators. Prepare ad-hoc analyses for the Head of Node and the Faculty as requested.	Monthly KPI reports delivered on time, with accurate data. Low rate of unpaid invoices, unprocessed payments, and outstanding PCard transactions.

7	General	5%	Support the implementation of Node priorities and activities as directed by the Node leadership. Carry out any other duties as may reasonably be delegated by the Head of Node, commensurate with the level of the position.	Effective and timely support of Node priorities. Operational requests acknowledged and completed within agreed timeframes.
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MINIMUM REQUIREMENTS

Minimum qualifications	Senior Certificate (Grade 12 / NQF 4). Advantageous: a relevant tertiary qualification (Diploma or Degree in administration, finance, accounting, or a related field).			
Minimum experience (type and years)	At least 3 years' relevant office and financial administration experience, ideally in a university, research institute, or similar academic environment. Advantageous: prior experience with UCT financial and procurement systems (e.g., SAP, PeopleSoft, PCard administration); familiarity with NRF and UCT research-grant administration; familiarity with the policies and procedures of UCT, NITheCS, and the NRF.			
Skills	Excellent computer skills, including MS Office (especially Excel), Email, Calendar, Internet, and online meeting tools such as MS Teams, Zoom, Slack and Doodle. Competency with cloud-based document and project management software such as Google Drive (or ability to acquire these skills easily). Financial administration skills, including reconciliations, claims processing, and budget tracking. Event and meeting coordination skills. Minute-taking and record-keeping skills. Time management, planning, and organisational skills, with the ability to multi-task and prioritise. Proficiency in written and verbal English. Good interpersonal skills, with the ability to interact with stakeholders at different levels.			
Knowledge	Understanding of financial administration and procurement processes. Awareness of audit and compliance requirements. Familiarity with university administrative environments.			
Professional registration or license requirements	None. Advantageous: a valid driver's licence.			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Ability to handle finances. Willingness to work beyond normal working hours during certain periods, in particular to support workshops, seminars and conferences. From time to time, the position requires extraordinary working hours and prompt response times to operational matters outside of normal working hours. Willingness to travel between Western Cape Branch sites (AIMS, UWC, CPUT) to support Node activities.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / problem solving	2	Building interpersonal relationships	1
	Client service and support	1	Communication	1
	Planning and organising	2	Quality commitment / work standards	1
	Teamwork / collaboration	2	University awareness	1

SCOPE OF RESPONSIBILITY

Functions responsible for	Financial Administration. HR Administration. Postgraduate and postdoctoral academic administration. Event and programme administration. General office and research administration, including Branch coordination. KPI reporting.
Amount and kind of supervision received	General supervision — the incumbent performs a variety of tasks within established policies and procedures.
Amount and kind of supervision exercised	Oversight of external suppliers (caterers, venue providers, travel agents) engaged for Node events; no permanent direct reports.
Decisions which can be made	Decisions which impact own area of responsibility.
Decisions which must be referred	All decisions outside area of responsibility. In particular, decisions related to the expenditure on Node funds must be referred to the fund holder if the expenditure has not yet been authorised by the fund holder.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Science Faculty HR; Science Faculty Finance; Central Research Finance; Creditors; Debtors; Treasury. UCT NITheCS Head of Node. Head of Department: Physics, and departmental administrators. NITheCS-affiliated postdoctoral fellows, students, and visitors.
External to UCT	Funders (NITheCS Hub, NRF). Members of the public. Other tertiary institutions. NITheCS Western Cape Branch partners (AIMS, UWC, CPUT).