

NOTES

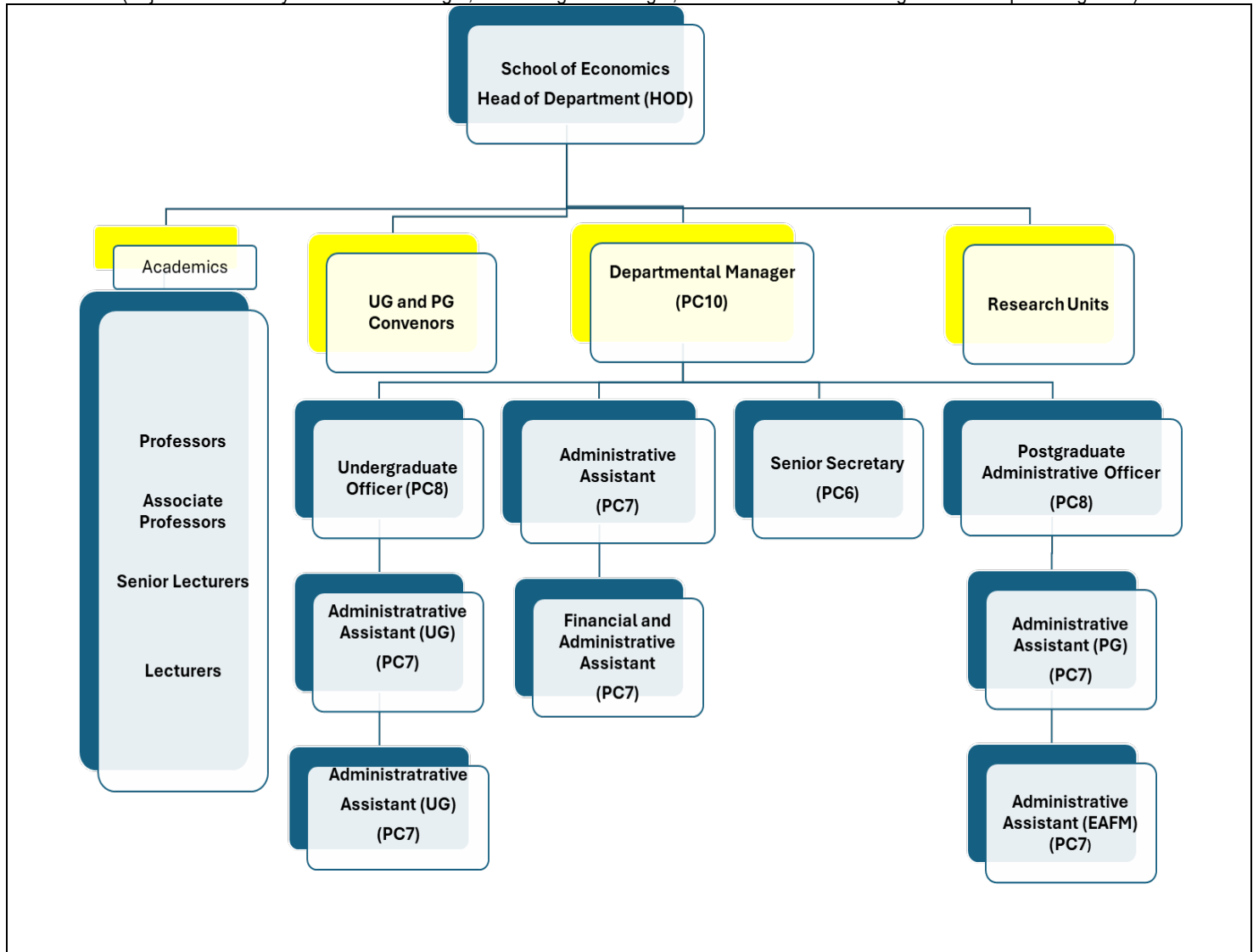
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Postgraduate Administrative Officer		
Job title (HR Business Partner to provide)			
Position grade (if known)	8	Date last graded (if known)	
Academic faculty / PASS department	Commerce Faculty		
Academic department / PASS unit	School of Economics		
Division / section	ECO		
Date of compilation	August 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 proactively provide efficient and effective academic administration and operations management support to the postgraduate section of the School of Economics, ensuring that the needs of the staff and the students are met. This role also includes the management of staff and research administrative operations. The successful candidate will have a direct reporting line to the Departmental Manager.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	ACADEMIC ADMINISTRATION: POSTGRADUATE PROGRAMMES	60%	CO-ORDINATE AND MANAGE POSTGRADUATE ACADEMIC ADMINISTRATION RELATING TO: ADMISSION and PROGRAMME INFORMATION <ul style="list-style-type: none"> Respond and advise on all (new and returning) Postgraduate enquiries via email, telephone, walk-ins. Liaise with the Faculty and Admissions office on pending/problem applications. APPLICATION PROCESSING <ul style="list-style-type: none"> Manage the application cycle for PG programmes. Ensure they are reflecting with the correct status on the ASR and distributing them to the respective conveners/supervisors for recommendation. Capturing the recommendations on Peoplesoft Student System. REGISTRATION <ul style="list-style-type: none"> Update the curriculum forms in preparation for registration. Administer the registration process for new and returning Postgraduate students. First receiver for Curriculum Service Requests. Review and check SR to ensure students are registering for the correct Courses before assigning to academic advisor for approval. Ensure MoU/PPA's tasks are completed for all students registering for minor dissertation and full/part research students. Ensure foreign students have obtained International clearance. Record registration information on database, keep records of the relevant documentation before forwarding to FO. 	<ul style="list-style-type: none"> Academic administration processes relating to postgraduate programmes and student records are implemented correctly and according to UCT deadlines. Accurate records generated and maintained on PeopleSoft relating to: <ul style="list-style-type: none"> - Admission - Registration - Scheduling of classes

	<p>ACADEMIC ADMINISTRATION: POSTGRADUATE PROGRAMMES cont</p>	<p>COURSE PROGRAMME LOGISTICS</p> <ul style="list-style-type: none"> • Ensure that teaching venues have been secured for the semester and examinations. • Request via email, the availability of guest lecturers for various courses. • Manage/setup and administer AMATHUBA/VULA course sites for all active courses. • Administer and collate course evaluations at the end of teaching. • Arrange gifts for guest lecturers where required. <p>EXTERNAL EXAMINERS</p> <ul style="list-style-type: none"> • Administer the appointment of external examiners. • Ensure that examiners are identified and appointed through the DC. • Capture HR120 claim forms on the share-drive and disburse forms for payment. • Follow-up on external examiner payment. <p>ADMINISTERING THE RESEARCH EXAMINATION PROCESS</p> <ul style="list-style-type: none"> • Administer and ensure students have submitted their intention to submit forms. • Administer and ensure that 2x examiners have been appointed per student. • Track and monitor the masters dissertation examination process with the COM Faculty Office to ensure that students/supervisors have submitted all the relevant paperwork to ensure the dissertation can be examined. <p>Research Co-ordination</p> <ul style="list-style-type: none"> • Manage and administer research ethics applications the ERA database. • Compile research report using ERA. • Collate publication count material and submit timeously in order to receive subsidy. • Provide administrative support to research co-ordinator <p>SoE PG HANDBOOK</p> <ul style="list-style-type: none"> • Liaise with course and PG convenors on course/programme information. • Administer and update the PG programme and course information in the draft handbook. • Liaise with the Departmental Manager, to input the rules for the PG section. • Ensure the final draft is approved for final faculty approval. 	<ul style="list-style-type: none"> • All information accurate and submitted before the deadline. • Good knowledge of ERA <ul style="list-style-type: none"> • Postgraduate handbook is accurate and up to date as per University deadlines.
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<p>ACADEMIC ADMINISTRATION: POSTGRADUATE PROGRAMMES c o n t .</p>	<p>FACILITATE THE APPLICATION FOR NEW/CHANGES TO COURSES/PROGRAMMES</p> <ul style="list-style-type: none"> • Ensure applications are submitted before the deadlines. • Provide advice and/or assistance where necessary, to ensure the forms for new courses/programmes or changes to courses/programmes are accurate upon submission. • Ensure the forms are submitted for APPC approval. <p>HEADCOUNT</p> <ul style="list-style-type: none"> • Review headcount spreadsheet received from FO. • Project forthcoming class enrolments for PG programmes. <p>SCHEDULING OF CLASSES Administering the process by:</p> <ul style="list-style-type: none"> • Review prior term copy report. • Requesting via the Departmental Manager that courses are made active/inactive in the system before scheduling can commence. • Liaise with respective course conveners of offerings. • Capture data in SOC. • Ensuring the class sessions and class components are setup correctly on PeopleSoft. • Ensure the meeting patterns are correct and enrolment capacities confirmed. • Confirm the examination dates are captured. • Run the SOC report to ensure that all classes are scheduled and class numbers allocated. <p>FEC DOCUMENTATION</p> <ul style="list-style-type: none"> • Assist with the preparation of the FEC documentation for the meetings. • Ensure that convenor reports are completed and submitted. <p>CO-ORDINATE PHD SEMINARS/PRESENTATIONS</p> <ul style="list-style-type: none"> • Ensure the students provide abstract and proposal before finalizing the Seminar and submit to the Faculty. <p>STUDENT ACADEMIC ADMINISTRATION</p> <ul style="list-style-type: none"> • Administer and process change of curriculum/applications for credits and exemptions/intention to submits. • Liaise with the Faculty Office on student information for curriculum cleanup. • Administering the SAT/UNSAT process for returning students. • Populating the progress report database for the faculty office for possible RENN students. 	<ul style="list-style-type: none"> • New course/programme approvals for updated curriculum plans. • Projection of course numbers and revenue estimation. • Academic administration processes relating to scheduling of classes are captured correctly and according to UCT deadlines. • Accurate information is available for rep at FEC meetings. • PhD candidature approval • Academic administration processes relating to postgraduate programmes and student records are implemented correctly and according to UCT deadlines
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	ACADEMIC ADMINISTRATION: POSTGRADUATE PROGRAMMES cont		<p>SERVICING COMMITTEE</p> <ul style="list-style-type: none"> • Ensure efficient servicing of the Postgraduate committee. • Do the necessary follow-up post the meeting to ensure that there is continuity and progress. <p>GENERAL POSTGRADUATE ADMIN</p> <ul style="list-style-type: none"> • Following up queries, liaising with Faculties and related offices at UCT on status, study permits, fees, dissertation hand-ins. • Advertise all PG programmes. • Supervise PG course administration. • Schedule PG lecture and exam timetable including capturing the information on PS and ensure adequate venue allocation. • Ensure smooth running of all PG examinations. • Ensure marks processing deadlines are met. <p>PG info evening</p> <ul style="list-style-type: none"> • Organise the PG info evening for prospective Hons, Masters and PhD students. • Postgraduate mini conference. Organise the entire PG mini conference every three years and invite US and UWC. 	<ul style="list-style-type: none"> • Accurate records of meetings kept. • Meeting minutes taken, typed up and distributed according to the required format and within the required deadline. • Statistical information regarding registered postgraduate students readily available. • Events planned efficiently.
2.	OPERATIONS CO-ORDINATION FOR THE POSTGRADUATE SECTION	20%	<p>HR</p> <p>Appoint and administer payments :</p> <ul style="list-style-type: none"> • Manage HR adhoc. paid-on-claim and T1 appointments for PG programmes. • Ensure the correct forms are submitted and correctly completed. • Ensure the relevant supporting documentation is received. • Ensure the appointment is in line with the UCT HR conditions of service. <p>FINANCE</p> <p>African Economic Research Consortium (AERC)</p> <ul style="list-style-type: none"> • Set up and coordinate African Economic Research Consortium (AERC) board visits (including liaison with VC's office). The AERC sponsor our PhD by coursework students and this programme is our flagship programme. • Liaising with the AERC regarding PhD students (prospective and current). • Responsible for AERC operating fund, including budgeting and reporting. • All board visits are well coordinated. • Procurement and payment processes are performed accurately and according to policy and procedure. 	<ul style="list-style-type: none"> • Human Resources administration is processed according to UCT deadlines, policies and procedures. • All board visits are well coordinated. • Positive feedback. • Procurement and payment processes are performed accurately and according to policy and procedure.

			<p>Administering of Scholarships</p> <ul style="list-style-type: none"> • Liaising with prospective students for the PhD programme and assisting them with their applications for the AERC scholarship • Administering the Sheila van der Horst scholarship for Honours students. • Administering other departmental scholarships and reporting on them. <p>BUDGET Management Annual budget process</p> <ul style="list-style-type: none"> • Compile preliminary budgets for postgraduate programmes in consultation with convenors. • Pcard Administrator for the department, ensuring that all transactions are posted to the correct GL code 	<ul style="list-style-type: none"> • Relevant reports timeously and accurately prepared, presented and made available to appropriate role-players. • Timeous payout • Budgets are used for planned and appropriate expenses. • Purchasing card transactions are approved and cleared as per UCT Pcard policy and procedures
3.	STAFF SUPERVISION	20%	<ul style="list-style-type: none"> • Supervise and mentor staff in the PG section. • Manage workload distribution within the section. • Ensure that work and requirements for the various processes are planned in consultation with relevant academic staff. • Manage the performance and conduct of the team members. • Conduct regular section meetings to facilitate communication and enhance the operations. 	<ul style="list-style-type: none"> • Equitable workload distribution. • Performance contracts for all staff and regular reviews. • Well trained staff, equipped to meet the performance standard expected. • Completed Hr210 in place for all staff. • Positive working relationships. • Motivated staff.

MINIMUM REQUIREMENTS

Minimum qualifications	NQF level 5 qualification			
Minimum experience (type and years)	3 years relevant academic administrative experience			
Skills	<ul style="list-style-type: none"> • Experience in managing academic administrative processes; • An understanding of the academic administrative policies and procedures; • Demonstrable experience in an ERP system; • A proven ability to work accurately under pressure and to tight deadlines; • Good organisational skills and a high level of initiative and responsibility for own work and deliverables; • Good oral and written communication skills; • Good interpersonal skills and ability to liaise with staff, students, applicants and external stakeholders; • An ability to work in a team and independently; • A willingness to work overtime during peak periods. 			
Knowledge	<ul style="list-style-type: none"> • Proficiency in MS Office with intermediate excel skills. • University Academic Policies and Procedures 			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Confidentiality and Integrity			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving /	2	University awareness	2
	Building interpersonal relationships	2	Teamwork / collaboration	2
	Client/student service and support Communication	2	Resource management	2
	Planning and organizing / work management	2	People management	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Postgraduate Administration, Research Administration and line management.
Amount and kind of supervision received	As per organogram - Line Manager, Programme conveners, HoD.
Amount and kind of supervision exercised	As per systems and processes established in the department, faculty and university processes.
Decisions which can be made	As per systems and processes established in the department, faculty and university processes.
Decisions which must be referred	As per systems and processes established in the department, faculty and university processes.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Faculty Office and UCT Administrative support offices, affiliated academic departments within the Faculty and university.
External to UCT	Examiners, Industry, suppliers and service providers.