

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)	Pay class 7	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Science		
Academic department / PASS unit	Dept of Statistical Sciences		
Division / section	The Modelling and Simulation Hub, Africa (MASHA) and the centre for Statistics in Ecology, Environment and Conservation (SEEC)		
Date of compilation	March 2024		

ORGANOGRAM

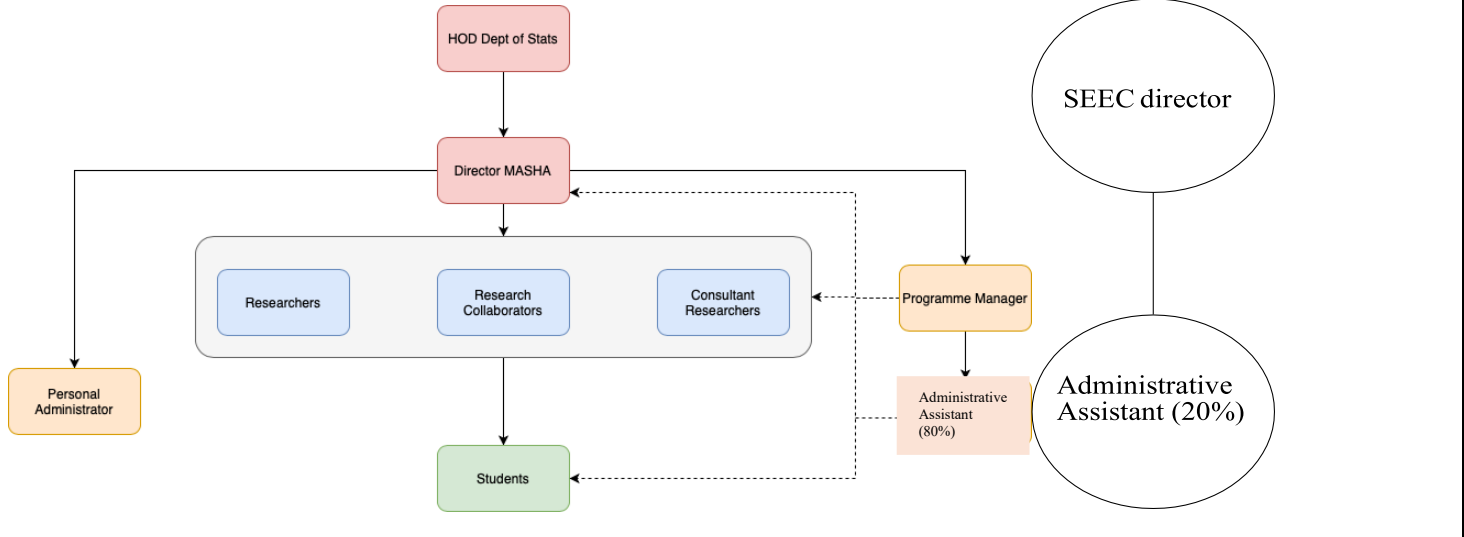
(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)

MASHA: Administrative Assistant will report to the Programme Manager.
SEEC: Administrative Assistant will report to the Director.

PURPOSE

The main purpose of this position is:

The main purpose of this position is to conduct daily Financial, Academic, HR & General administration for MASHA and SEEC, hosted within the STATS department. The post is shared between MASHA (80%) and SEEC (20%).



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	Financial Administration	25%	<ul style="list-style-type: none"> • Process reimbursements, advances, clearing of advances, S&Ts, mileage claims, preparing journal entries, receipt & invoice requisitions for fund holders • Take care of departmental purchasing of goods, including monitoring of stock, obtaining quotes, ordering and payment. Follow up on outstanding deliveries. • Request purchase orders from the purchaser, as required • Implement and maintain a relevant finance document management system • Regular follow-up on clearing research fund deficits • Advise new UCT customers on completing relevant paperwork • Assist in monitoring / coordinating / and preparation of financial reporting in line with contract agreements in relation to research • Monitor revenue and expenditure on funds, and preparing journal entries, receipt and invoice requisitions and requisitions for other transactions as needed • Assist with electronic submissions to the NRF, e.g. funding applications, annual reports, evaluation applications. 	<ul style="list-style-type: none"> • All finance paperwork completed accurately and as per the University's policies and procedures • Adherence to all projects requirements • Finance queries are resolved timeously • Regular follow up on the payment of outstanding invoices and deliverables • Deficits cleared immediately • Correct submission of departmental financial requirements. • Sensible spending pattern over financial year. • Smooth and easier management of NRF and other research funds.

2	HR Administration	25%	<ul style="list-style-type: none"> • Complete HR appointment forms and related paperwork for appointments paid from research funds • Advise researchers on HR policies and procedures • Follow up HR queries related to the relevant funds • Process salary payments for consultants and collaborators 	<ul style="list-style-type: none"> • HR paperwork accurately completed and submitted in time for UCT's monthly pay run • Queries followed up on immediately and resolved
3	Postgraduate and Postdoctoral Academic Administration	15%	<ul style="list-style-type: none"> • Capturing of Postgrad and Postdoc bursary forms & journals on Peoplesoft • Liaise with bursary recipients and relevant departments for postgraduate and postdoc bursary or stipend payments • Assist Postgrads and Postdocs with the registration process • Assist with visa requirements for international postgrads and postdocs; and assist with relocation & settling in 	<ul style="list-style-type: none"> • Students are paid on time and kept informed • Students are assisted, especially international students and postdocs
	Teaching Administration	5%	<ul style="list-style-type: none"> • Coordination of teaching programme on online systems • Securing and setting up training venues • Organizing and recording of lectures • Arranging seminar programmes • Assist with conference logistics and readiness • Coordinating students 	<ul style="list-style-type: none"> • Online sessions set up and links sent to all training / lecture participants in advance • Outlook, MStTeams and Vula calendars in sync with the MASHA Master Training Calendar • Physical teaching venues booked and prepared on time and ahead of the training / lecture day i.e. seating arrangement; power back up and speakers in place when necessary • Seminar programmes scheduled in the MASHA Master Training Calendar • Student participation in training / lectures / seminars • Training / lectures / seminars recorded and shared with participants immediately • Posters printed to conference specification and travel suitability and delivered to MASHA

4	General Administration	30%	<ul style="list-style-type: none"> • Assist with staff and postgraduate students' travel arrangements • Maintain an e-filing system • Perform internet searches to access relevant information • Ad hoc duties as required or necessary or as instructed by the Line Managers • Maintain financial liaison between faculties / departments / sections • Respond to student / staff / visitor queries • Coordinating functions – teas, farewells, catering for meetings and seminars • Arranging logistics and payments for workshops and short courses • Acting as first point of contact for MASHA and SEEC • Responding to general enquiries from the public • Dissemination of information to mailing lists • Maintenance and upkeep of the office space, common areas, meeting rooms, study spaces, teaching lab, equipment, etc • Maintaining adequate office supplies i.e. coffee, sugar, tea, water, etc • Maintaining inventory of MASHA and SEEC assets and store • Arranging meetings e.g., doodle polls • Taking minutes of meetings 	<ul style="list-style-type: none"> • All travel logistics run smoothly • Filing system is up to date • Correspondence is handled within the required timeframe • Clear communication exists between departments / faculties • Students and visitors are assisted immediately • Events are run professionally • Office space maintenance calls logged on time and needs addressed speedily • Study areas, office space, common areas including staff kitchen clean and well kept at all times • Adequate levels of office supplies
---	-------------------------------	-----	---	--

MINIMUM REQUIREMENTS

Minimum qualifications	NQF Level 4 and a Secretarial or Office Diploma Advantageous: A tertiary Degree or equivalent			
Minimum experience (type and years)	<ul style="list-style-type: none"> • At least 3 years' Office and Financial administration experience, preferably in a tertiary institution • Experience with UCT HR, financial and administrative policies and procedures • Computer Skills essential: MS Office (especially Excel), Email, Calendar, Internet, Online meeting tools such as MS Teams, Zoom, Slack, Doodle • Competency with cloud-based document and project management software and social media, or ability to acquire these skills easily • Demonstrable experience in setting up training, seminars, conferences, and workshops needed to support the planning and implementation of successful events. Advantageous: <ul style="list-style-type: none"> • Experience with PeopleSoft system • Experience with the University's research administration • A solid understanding of the University's systems and procedures 			
Skills	<ul style="list-style-type: none"> • Excellent and professional interpersonal skills which demonstrate a maturity for working with students, academics, and external stakeholders • Meticulous work with attention to detail • The ability to work pro-actively, both independently and as part of a team • Excellent verbal and written communication skills • Effective time-management skills and the ability to organize, prioritize and multi-task within a highly pressurised environment • The capability to meet strict deadlines 			
Knowledge	Peoplesoft and UCT HR, UCT Finance knowledge and policies			
Professional registration or license requirements	Driver's licence and passport			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Honesty to handle finances			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking/problem solving	2	Planning and organizing	2
	Building interpersonal relationships	1	Quality commitment/work standards	1
	Client service and support	1	Teamwork/collaboration	2
	Communication	1	University awareness	1

SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> • Financial Administration • HR Administration • Postgraduate and post doctorate academic administration • Teaching administration • Support for research administration needs • General administration
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 such as caterers for functions
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 unit's 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, interdisciplinary partners e.g., STA Department
External to UCT	Funders, customers, members of the public, other tertiary institutions, MASHA partners and collaborators, SEEC partners and collaborators