



NOTES

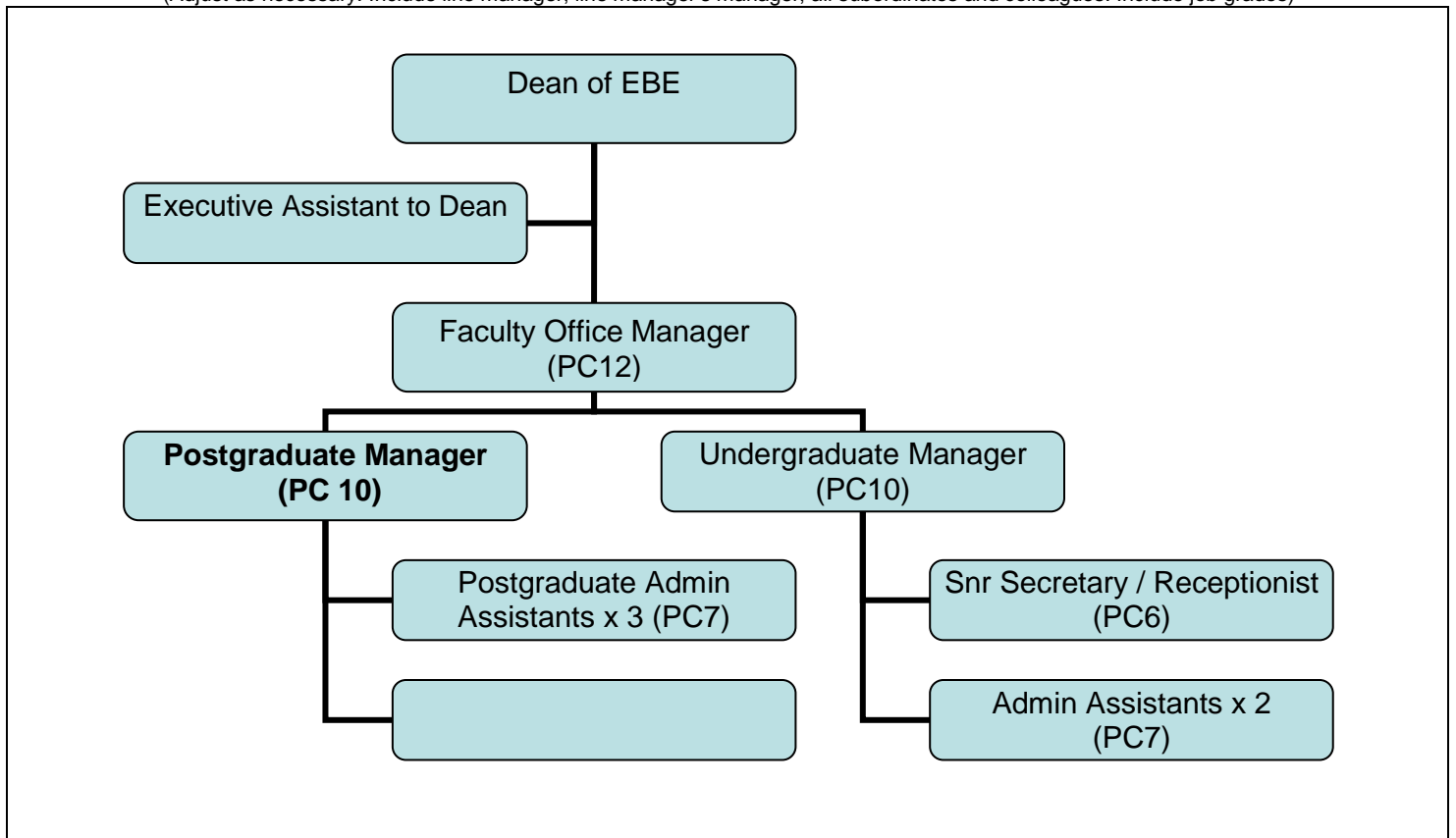
- Forms must be downloaded from the UCT website: <http://www.uct.ac.za/depts/sapweb/forms/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

POSITION DETAILS

Position title	Postgraduate Manager
Job title (HR Practitioner to provide)	Postgraduate Manager
Job grade (if known)	PC10
Academic faculty / PASS department	Faculty of Engineering & the Built Environment
Academic department / PASS unit	Faculty Office
Division / section	Academic Administration
Date of compilation	August 2015

ORGANOGRAM

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



PURPOSE

The main purpose of this position is to provide an effective and efficient administrative service to the Faculty in all aspects of postgraduate applicant and student administration: admissions, registration, developing and managing the student record systems, administration of examination results, graduation, and committee work of the Faculty.

The job also involves dealing with enquiries from the general public and outside organisations, preparation of the faculty postgraduate handbooks, and training and support to administrative staff using the PeopleSoft student administration system. The incumbent provides advice and information to postgraduate students and prospective students of the Faculty. He/she must assist the Faculty Manager in liaising effectively with Heads of departments, departmental managers and relevant central administrative departments, to ensure compliance with relevant university-wide rules and procedures.

JOB CONTENT

Key Performance Areas (4 – 6)	% of time spent	Activities / Objectives / Tasks	Results / Outcomes	Competencies
1) Postgraduate academic administration planning and co-ordination	25%	<p>Develop, maintain and manage administrative systems and procedures to support postgraduate administration. Planning, oversight and co-ordination of high intensity functions such as admissions, registration, examinations and graduation of postgraduate students. Record maintenance for HEMIS submissions.</p> <p>This includes:</p>	Records are accurate and submissions are accurate and meet deadlines	<ul style="list-style-type: none"> • Decision-making & problem-solving • Analysis • Initiating Action • Administrative knowledge and skills • Stress tolerance • Attention to detail • Results focused • Facilitating change • Technical/Professional knowledge & skill • Planning & Organising
		<p><u>Postgraduate Admissions</u> Ensure that the administration of applications enables early offers of admission to be made, with the aim of meeting the Faculty's postgraduate admission targets. Administer the applications for the International Faculty PG Scholarship. Provide reports on admissions.</p>	Applications responded to within 14 days	
		<p><u>Postgraduate Housing Offers</u> Make housing offers to PG applicants according to the rules and targets set out by the faculty.</p>	Accurate and by deadline	
		<p><u>Registration</u> Plan in consultation with Departmental Managers the registration of all first-time and returning postgraduate students in the faculty. Ensure that all curriculum forms are up-to-date. Ensure that all information packs are updated and that they are sent to Departments. Ensure that all MOUs are updated. Ensure that effective systems are in place and provide administrative-related student advice. Provide reports on registration.</p>	Accurate, live and by deadline	
		<p><u>Postgraduate Records Maintenance</u> Manage the Master's curriculum clean-up and monitor academic year levels (AYOS) to ensure</p>	Accurate and within agreed procedures	

	<p>accurate statistical analysis. Manage the PGDip, Honours, PhD and PG Occasional students' curriculum clean-up, identify potential qualifiers and monitor academic year levels (AYOS) to ensure accurate statistical analysis. Ensure that leave of absence and cancellation of registration are done accurately. Assist students in resolving fee queries, waivers, enriched curriculum rebates.</p>		
	<p><u>Student curriculum enrichment rebates</u> Administer the application procedure for the faculty's curriculum enrichment rebates. Check the courses and the eligibility of students and prepare a journal of the candidates for Faculty finance.</p>	Accurate and by deadline	
	<p><u>HEMIS (Higher Education Management Information System)</u> Prepare the HEMIS submissions for PG students and qualifiers for the Department of Higher Education & Training</p>	Accurate and by deadline for subsidy purposes	
	<p><u>Examinations</u> Oversee the examination of research masters candidates Administer the faculty office interface with the Doctoral Degrees Board in the examination of Doctoral candidates. Prepare and check all PG qualifier lists. Approve all PG graduation certificates.</p>	Accurate and by deadline	
	<p><u>Graduate Research Management</u> Understand the system fully and assist staff to implement the new online tracking and examination system. Given that the system is new, constantly test and improve functionality. Run global reports to track the progress of research students. Run evaluation reports to track the examination process of research students.</p>	Accurate and within agreed procedures	

		Be able to provide analysis of student throughput and time taken to graduation.		
2) Staff Management and training	22%	<p>Plan, organize, delegate, train and assist the staff in the Postgraduate section, as well as manage the performance of the staff in the Postgraduate Section.</p> <p>Supervise daily tasks of the staff in the PG Section to ensure that: deadlines are met, standards are maintained and procedures are adhered to, and ensure that staff resources are used most effectively to meet the peak administrative loads</p> <p>Manage the performance of the staff in the Postgraduate Section.</p>	<p>Staff understand the processes</p> <p>Staff are sent on the appropriate courses</p> <p>Staff have access to the training manuals</p> <p>Staff have performance development plans, performance improvement plans and performance review and appraisal mechanisms are in place</p> <p>Deadlines are met</p>	<ul style="list-style-type: none"> • People management including performance management • Decision-making & problem-solving • Verbal and written communication • Client/Student Services Orientation • Building interpersonal relations • Initiating Action • Administrative knowledge and skills • Stress tolerance • Attention to detail • Results focused • Technical/Professional knowledge & skill • Planning & Organising
3) PeopleSoft Super-User	25%	<p>As a PeopleSoft super-user, provide training and support to staff using the PeopleSoft student administration system; submit recommendations to the PeopleSoft development team via the Faculty Manager; participate in task teams for systems development, and assist in the testing of PeopleSoft system developments and implementation in production</p> <p>Test various types of system functionality and provide detailed analysis on problems and suggestions for improvement.</p>		Technical knowledge and expertise
4) Faculty PG Handbook and Faculty Research Handbook	3%	<p>Assist the Faculty Manager to prepare, edit, make additions to and distribute the PG Handbook within the faculty.</p> <p>Edit and update the research Handbook every year.</p>	Accurate and by deadline	Ability to plan and implement

5) Servicing Faculty Committees	15%	<p>Service the Postgraduate Planning and Administration Committee, which includes administering RPL candidates, the accreditation of additional supervisors and co-supervisors, and preparation of data and reports at the request of the Chair.</p> <p>Service the Committee of Assessors for Doctoral candidates.</p> <p>Service the Examinations Committee for master's candidates.</p>	<p>Agendas items set-out the context for and clearly articulates the proposals, with supporting documentation/data where needed.</p> <p>Minutes reflect the context, discussion, decisions, follow-up actions, and the people responsible for taking action.</p>	<p>Ability to plan, organize and act</p> <p>Data handling and data extraction</p> <p>Excellent writing skills</p>
6) Ethics in Research Committee	3%	<p>Assist with the servicing of the Ethics in Research Committee.</p> <p>Manage and supervise the staff in charge of processing the ethics applications.</p> <p>Ensure timeous responses and feedback timelines.</p>	<p>Agendas items set-out the context for and clearly articulates the proposals, with supporting documentation/data where needed.</p> <p>Minutes reflect the context, discussion, decisions, follow-up actions, and the people responsible for taking action.</p>	
7) Working Relationship	2%	<p>Maintain good working relationships with colleagues.</p> <p>Support the Faculty Manager in his/her goal to ensure a service ethic in the Faculty Office.</p> <p>Develop individuals' potential and foster a TEAM approach</p>	<p>A strong service-oriented faculty staff working together as a team</p>	<p>Good interpersonal skills and the ability to liaise with staff, students and stakeholders at different levels and in different contexts</p>
8) General Faculty Tasks	5%	<p>Manage and supervise the External examiner process, and check and approve all payments.</p> <p>Manage and supervise the Study semester abroad registration twice a year.</p> <p>Deputise for the Faculty Manager for all Postgraduate related affairs when he/she is unavailable.</p> <p>Assisting with any other tasks allocated by the Faculty Manager.</p>		

MINIMUM REQUIREMENTS

Minimum Qualifications	<ul style="list-style-type: none"> • A 3-year tertiary qualification
Minimum Experience	<ul style="list-style-type: none"> • At least five year's relevant work experience in an academic administration environment, with similar/same responsibilities and at the level sought for this post • Experience in supervising or managing staff • Excellent English oral and written communication skills, including the ability to service high-level committees • An ability to coordinate diverse, complex and high-level administrative functions • Good interpersonal skills and an ability to liaise with academic staff, professional staff, external examiners, industry sponsors, research partners, postgraduate applicants and postgraduate students • An ability to carry out and manage complex postgraduate processes, and participate in task teams to develop and enhance IT systems • An ability to work in a team and independently • Demonstrable competence in using databases and Ms Excel • Good organisational skills, a high level of initiative and responsibility for own work and deliverables • A proven ability to work accurately under extreme pressure and to tight deadlines, which may include some overtime
	<p><u>Other skills</u></p> <ul style="list-style-type: none"> • Excellent computer skills • Excellent writing and numeracy skills