



NOTES

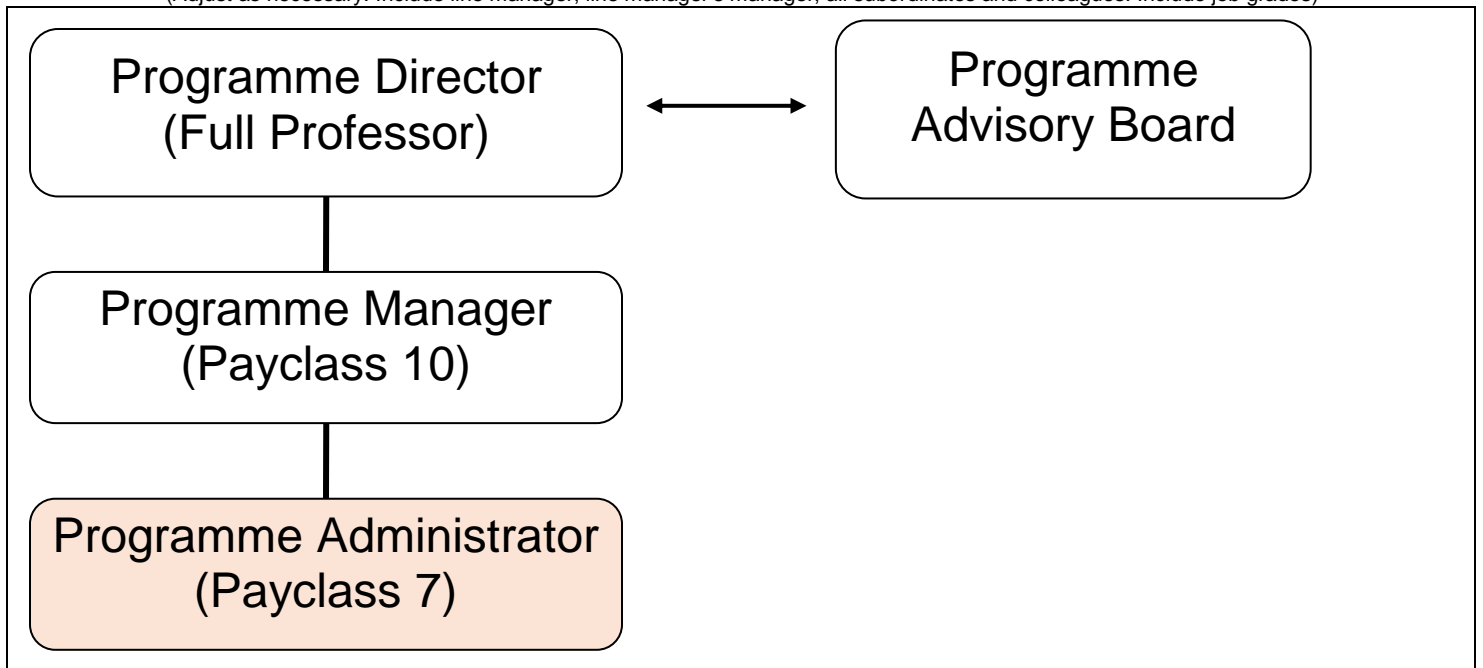
- Forms must be downloaded from the UCT website: <http://www.uct.ac.za/depts/sapweb/forms/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

POSITION DETAILS

Position title	Programme Administrator: The Klaus Jürgen Bathe Leadership Programme
Job title (HR Practitioner to provide)	
Job grade (if known)	PC 7
Academic faculty / PASS department	EBE
Academic department / PASS unit	
Division / section	The Klaus Jürgen Bathe Leadership Programme
Date of compilation	30 June 2016

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 day-to-day administration of The Klaus Jürgen Bathe Leadership Programme. This will include functioning as the liaison person for the individual needs (academic, developmental, financial) of the scholars.

Primary activities include:

- Administration of the application process for the recruitment of new scholars
- Collection and maintenance of academic records of all scholars
- Processing of orders, invoices, claims and payments associated with the running of the Programme
- Compiling and providing financial statements on all Programme funds on a regular basis
- Serving as the first port-of-call for all prospective scholars and scholars already in the Programme
- Taking minutes of all meetings of the Programme (including selection meetings and Board meetings)
- Providing support and assistance to the Programme Manager and Programme Director as required

JOB CONTENT

Key performance areas (4 – 6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)	Competencies needed
1	Academic Administration		<ul style="list-style-type: none"> ▪ Processing of scholarship applications; Management of application process, admission to Programme and related queries. ▪ Collection and maintenance of student academic records 	<p>Successful recruitment and annual intake of new scholars</p> <p>Successful tracking of academic progress of all scholars</p>	<p>Knowledge of UCT academic administrative systems;</p> <p>Understanding of student academic results; Good communication skills; Good admin skills</p>
2	Financial Support & Management		<ul style="list-style-type: none"> ▪ Procure necessary goods and services for the Programme ▪ Process scholarship payments, claims and other expenses ▪ Prepare regular fund statements ▪ Report to Programme Manager accordingly 	<p>Financial requests processed on time; Fund records accurate and up-to-date; All spending within the allocated budget and processed within UCT's procurement policies.</p>	<p>Knowledge of UCT financial systems and procedures;</p>
3	Student Support		<ul style="list-style-type: none"> ▪ Provide administrative & psycho-social support to students on the Programme. 	<p>Students satisfied with the support they receive; Good progression to graduation.</p>	<p>Communication</p> <p>Leverage university resources</p>
4	Logistical Support		<ul style="list-style-type: none"> ▪ Arrange travel for staff and scholars ▪ Make arrangements for students going on internships 	<p>All trips proceed smoothly according to schedule; Scholars are satisfied with travel and accommodation arrangements</p>	<p>Good organisational skills</p>

MINIMUM REQUIREMENTS

Minimum qualifications	Matric plus at least 2 years tertiary education leading to a diploma or degree qualification
Minimum experience (type and years)	3 years experience of an academic administrative or financial administrative type