

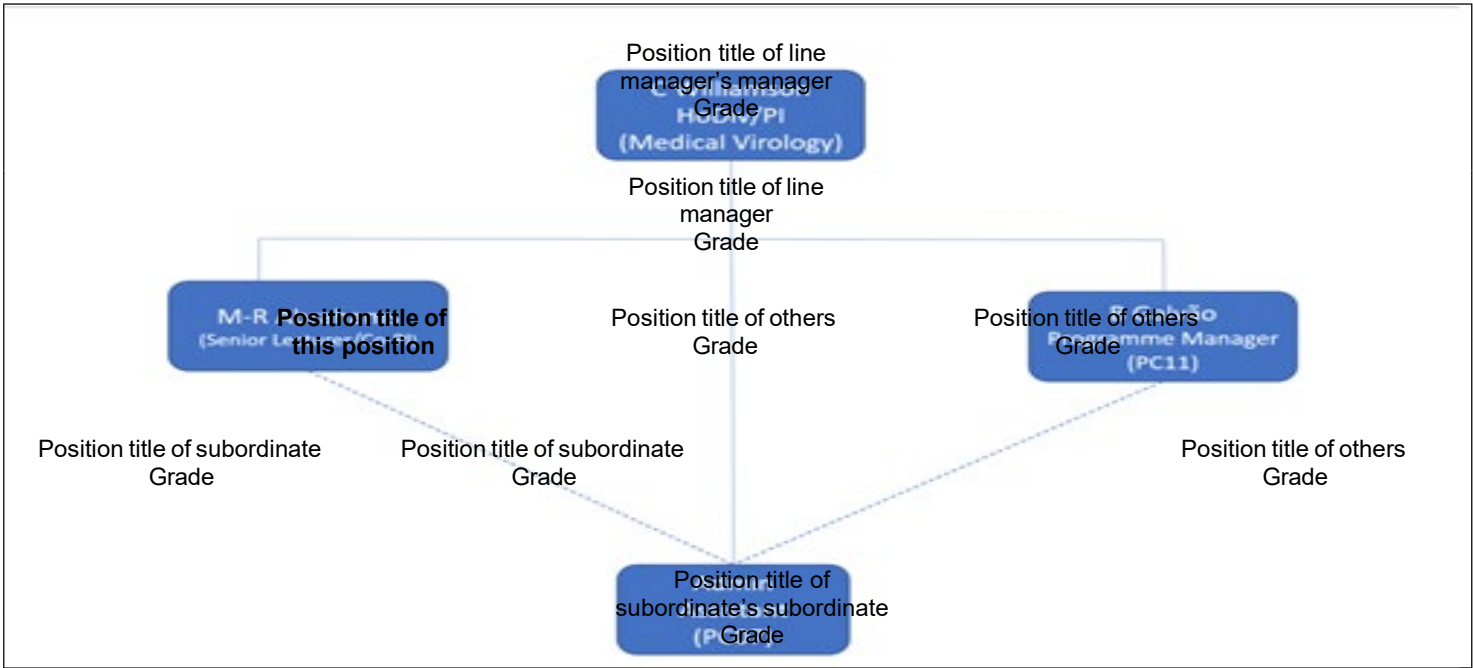
NOTES

- 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	Admin Assistant		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC07	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Pathology		
Division / section	Medical Virology		
Date of compilation	September 2024		

ORGANOGRAM



PURPOSE

The main purpose of this position is to work closely with academics and students. To provide research administrative support to the projects within the C Williamson and M-R Abrahams research teams and assistance to the Line Manager in making the best use of her time by dealing with secretarial and all other related administrative tasks.

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	Administrative and Secretarial	30%	<ul style="list-style-type: none"> • Managing and answering email • Diary management • Liaise with courier company to receive and forward documents • Travel and conference arrangements including: <ul style="list-style-type: none"> ➢ Preparing S&T documents and follow up on payment process. ➢ Assisting with national and international flight bookings & visa requirements, arranging accommodation ➢ Prepare and compile all relevant documentation for conferences and workshops ➢ Registration of staff and students for conferences. • Organise and source venues for meetings with students, staff, visiting research collaborators and finance team • Organise catering for in-house functions 	<p>Provide administrative support for line managers to attain objectives.</p>
2	Human Resources	40%	<ul style="list-style-type: none"> • Tracking employment appointments • Preparing documentation for contract extensions, paid on claim staff including: <ul style="list-style-type: none"> • Compiling all documents and obtaining the correct signatures; • Submitting and following up with HR and HR Admin; • Following up on letter of appointment; • Completing HR documents for new contracts including: <ul style="list-style-type: none"> • Compiling of advertisements, job descriptions • Assist in assembling selection committees, notifying TEC etc. 	<p>Ensuring that contracts are renewed timeously and all staff and student records are maintained</p>

			<ul style="list-style-type: none"> • Distributing breakdown of monthly time allocations to the group to compile timesheets, filing and collating time sheets • Assisting with HR queries • Resignation process i.e. forms • Assisting with the retrenchment process • Maintain staff and student lists 	
3	Research Tasks	5%	<ul style="list-style-type: none"> • Assist in organizing research meeting venues and logistics 	Assisting line manager and students with research administration
4	Students	5%	<ul style="list-style-type: none"> • Dealing with student queries • Capturing of bursaries on Peoplesoft • Follow up on journal transfers for bursaries with Finance Officer • Follow up on bursary payments with Postgrad Funding Office. • Assisting students with national and international flight bookings & visa requirements • Assist students with their applications for S&T • Arrange individual and group meetings with students and supervisors 	Assisting students in accordance with the university's administrative procedures
5	Other/Ad Hoc Finance	20%	<ul style="list-style-type: none"> • Compiling Purchase Order Requests, Journals, Mileage Claims, Remittances and submitting same • Managing Own Purchase Card and/or Line manager, paying quotes and obtaining same, compiling documentation and capturing on UCT website • Liaison with Accounts department re transfers, journals, various other forms • Tracking forms for signature and submission, both in accounts and HR 	Ensuring that all the unit's ad-hoc tasks are completed within stipulated time

MINIMUM REQUIREMENTS

Minimum qualifications	Matric (NQF Level 4)			
Minimum experience (type and years)	3 years' experience as Personal/Administrative Assistant. At least 1 year experience working in higher education/academic environment.			
Skills	Computer literacy (Excel, Word, Power Point, Outlook)			
Knowledge	UCT's administrative forms and processes particularly Finance and HR			
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'.)	Experience with UCT's administrative forms and processes particularly Finance and Human Resources.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking/Problem solving	1	Planning and organizing/work management	2
	Building interpersonal relationships	2	Quality commitment/work standards	1
	Client/student service and support	1	Teamwork collaboration	1
	Communication	2	University awareness	1

SCOPE OF RESPONSIBILITY

Functions responsible for	To provide research administrative support to the projects within the C Williamson and M-R Abrahams research teams and assistance to the Line Manager in making the best use of her time by dealing with secretarial and all other related administrative tasks.
Amount and kind of supervision received	Weekly meetings with line manager to update on in-progress activities and workload.
Amount and kind of supervision exercised	None required.
Decisions which can be made	Meeting venue and vendor/supplier selection.
Decisions which must be referred	Significant deviations from standard practices within the group. Decisions with budgetary implications.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Finance Department HR Department, and Procurement Office
External to UCT	Suppliers