

NOTES

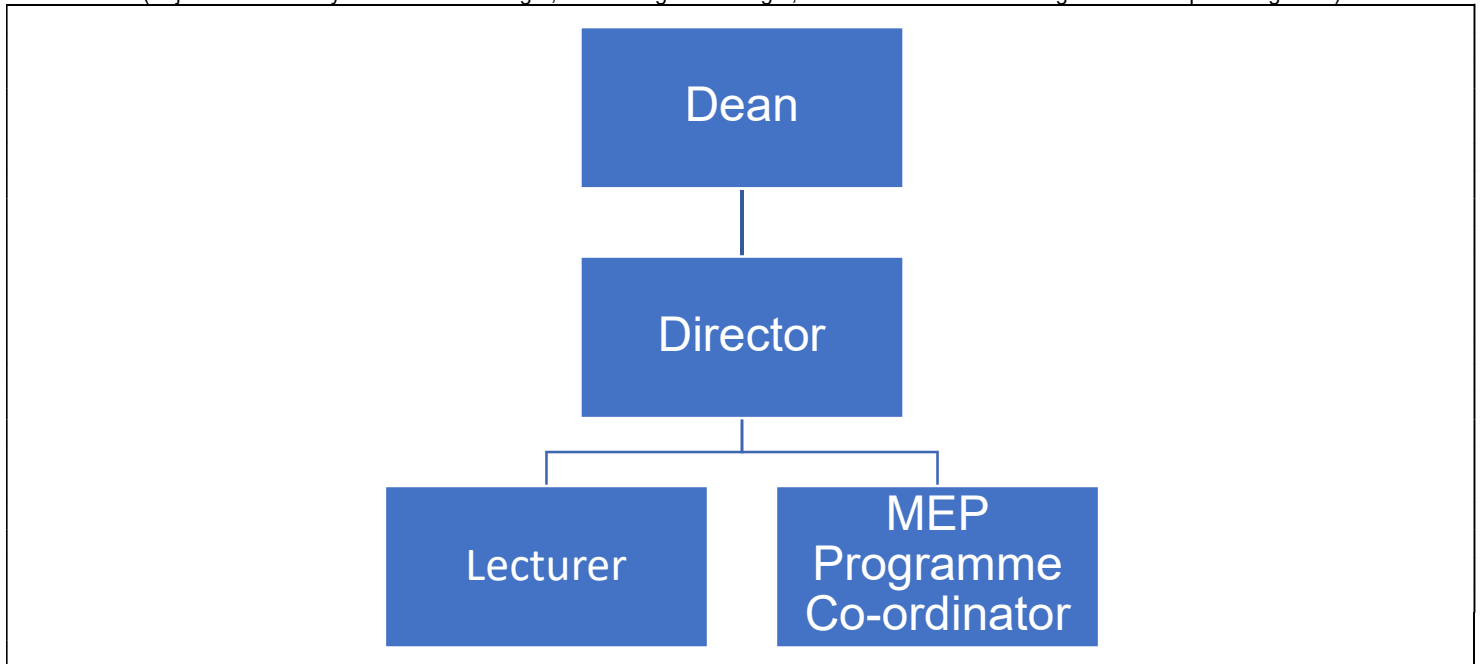
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	MEP Programme Coordinator		
Job title (HR Practitioner to provide)	MEP Programme Coordinator		
Position grade (if known)	9	Date last graded (if known)	
Academic faculty / PASS department	CHED		
Academic department / PASS unit	Deans Office		
Division / section	Multilingualism Education Project (MEP)		
Date of compilation	September 2024		

MEP 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 coordinate the MEP activities that are aligned to the university and external language structures/organisations
- to provide administrative support to MEP and the UCT Language Development plan
- to assist with the teaching of the isiXhosa Communication courses offered by MEP.
- to provide isiXhosa translation services and editing thereof

CONTENT

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g. General and office administration	50%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greet visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1 Coordination for MEP and activities (and the UCT Language Development Plan)	40%	Coordination of UCT language related activities that include the VC e.g. UCT Language Indaba (planning and project management of all necessary activities, outputs and logistics) Coordination of the UCT Language Development Plan implementation activities. e.g. UCT isiXhosa Literary Competition (creation of invitation to participate, advertising on all available platforms, managing entries, project management the logistics of the event and adjudication process etc) Liaise with external stakeholders, executive and CoE partners Liaise with UCT-wide faculties and PASS divisions for the execution of the MEP activities and projects Keep track of and ensure that the UCT Language Development Plan implementation projects and activities happen in the planned timeframes	Communications to stakeholders are disseminated timeously e.g. invitations, notices, documents Coordinated activities are carried out timeously The timeline of planned activities is reviewed and adjusted accordingly (where necessary) for the effective execution of activities
2. Administrative support duties for MEP (and UCT Language Development Plan)	30%	Receive and capture into the access database the applications/registration forms for the registration process for staff and students. Organize dates, registers, and timetables for isiXhosa classes. Book venues for isiXhosa classes Organize assessment activities. Organize certificate printing for 'graduating' students and staff. Updating the access database for and during each semester. Taking and compiling minutes for MEP Updating the MEP website. Manage MEP and all project related social media pages Servicing officer for the LPC	All the registration forms received are captured in the database by the deadline for a particular course. Venues for each semester are booked in suitable venues for small classes. Dates, aligned with students and staff free time, registers and course timetables are available timeously for each semester. Administrative processes relating to course administration continue as smoothly as possible in an online/remote environment. Ensure that minutes are compiled and circulated on time The MEP website is frequently updated kept current. Social media pages are kept up to date, there is a growing community and engagement, e.g. Facebook

3	Teach isiXhosa for communication skills courses to staff and students	20%	<p>Assist the MEP Lecturer with teaching isiXhosa classes as required, for instance, when there are high registrations.</p> <p>Assist the MEP Lecturer with online teaching and activities.</p>	<p>Assistance for isiXhosa course teaching happens when necessary.</p> <p>Assistance with online teaching occurs as required.</p>
4.	Ad hoc duties	10%	<p>Assist with ad hoc duties and activities that may arise from time to time on the teaching of the isiXhosa courses, including those assigned by the line manager.</p>	<p>Ad hoc duties and activities requested are appropriately fulfilled as required.</p>

MINIMUM REQUIREMENTS

Minimum qualifications	Undergraduate Qualification with isiXhosa as a major or equivalent (NQF7) (The UG with IsiXhosa as a major is a Council of Higher Education requirement to be able to teach isiXhosa)			
Minimum experience (type and years)	4 years' minimum experience in HEI administrative support/co-ordination Fluent in isiXhosa first/home language is a minimum requirement			
Skills	Ability to provide effective coordination of activities and administrative support Interpersonal and communication skills (verbal and written in isiXhosa and English) Translation from isiXhosa to English (vice versa) Ability to be responsive, work in an agile way, and manage competing demands Ability to work independently with minimal supervision			
Knowledge	Coordination, administrative support, academic facilitation			
Professional registration or license requirements	Undergraduate degree with isiXhosa as a major			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	<ul style="list-style-type: none"> - accountability to co-ordinate several inter-related operational processes - problem solving with reference to instructions and policies - decision making on projects/activities 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Professional knowledge and skill	2		
	Student Service and Support	2		
	Work standards	2		
	Teamwork	2		
	Planning and organizing	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	Coordination of MEP and the UCT Language Development Plan implementation activities. Providing administrative support to MEP and the teaching of isiXhosa communication.
Amount and kind of supervision received	The person in this job role would be expected to work independently with minimal day-to-day supervision.
Amount and kind of supervision exercised	This position, currently, does not supervise other staff.
Decisions which can be made	Operational decisions within the scope of the job functions.
Decisions which must be referred	Operational decisions not within the scope of the job functions

CONTACTS AND RELATIONSHIPS

Internal to UCT	All UCT faculties & PASS divisions, Office of the VC, Communications & Marketing Department
External to UCT	Pan South African Language Board (PanSALB), South African Centre for Digital Language Resources (SADiLaR)

AGREED BY