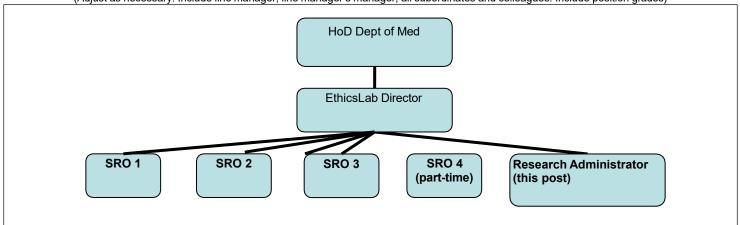| HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN
		IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

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	Research Administrator		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC8	Date last graded (if known)	n.a. (new position)
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Medicine		
Division / section	The EthicsLab		
Date of compilation	9 Jan 2025		

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

PURPOSE

The main purpose of this post is to provide comprehensive administrative, logistical, and operational support to the EthicsLab, ensuring its efficient functioning. The Research Administrator will play a pivotal role in organizing all events including strategic events, managing EthicsLab communications, assist in financial administration and reporting, and in student administration, and maintaining effective relationships with university departments and external stakeholders. This role is central to creating an organized and well-supported environment that enables the team to focus on achieving its research and academic objectives.

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	EthicsLab overall administration	40%	- Lead all the administrative and coordination tasks, including: - Scheduling, preparing and minuting EthicsLab SC meetings and strategic events - Following up on actionable items from meeting minutes - Maintain a group diary listing group travel, leave arrangements etc - Scheduling and room bookings for team events including weekly team meetings, seminars and so forth - Managing team communications and team document storage on MS Teams - Assist with international travel for EthicsLab academic staff, including flight bookings, booking of ground transportation, scheduling visa appointments etc. - Prepare and submit S&T, reimbursement and other claims for all academic staff. - Manage and maintain good relations with relevant UCT stakeholders and departments including: - The Postgraduate Office in the FHS - The Finance Hub in Medicine - The Purchasing Department - The Contracts Office - Implement the EthicsLab vistor policy including organizing, welcome dinner, farewell etc. - Assist in the recruitment and administrative management of EthicsLab staff; - Coordinate the development and maintenance of office space for EthicsLab staff; - Maintain EthicsLab Communication platforms such as the website	- The EthicsLab runs effectively and efficiently - Meetings are scheduled, venues booked, agendas prepared, and minutes recorded. Actionable items followed up on - Team documents are stored in a shared MS Teams environment, where they are easy to find and access - Academic staff members are supported in international travel - Courteous and productive relations are maintained with external UCT stakeholders upon whom EthicsLab work depends, such as Finance, Purchasing, RCIPS, CEU - Visitors are welcomed - Office space is secured, equipped and functional - EthicsLab communication platforms are functional and relations with external parties are maintained - Supplies are ordered regularly and timeously - Academic staff is prompted and supported to submit S&T, reimbursement and other claims and they are paid timeously.

| 2. | Financial administration and purchasing | 15% | • Support the financial administration of all grants, including:
   ○ Maintaining good relations with the financial administrators and designated purchasing staff
   ○ Support academic staff in opening of new funds for incoming grant money
   ○ Keep oversight of overall grant spending and report a monthly financial oversight at the EthicsLab SC meeting
   ○ Monitor accounts and ensure timely top-up of funds in coordination with relevant grant PI
   ○ Submit and diligently follow-up on all financial tasks including payments to external parties, reimbursement requests, S&T payments etc
   ○ Assist with vendor administration and management
   ○ Assist in the preparation of financial reports
   ○ Maintain financial records | • Good working relations with Finance & Purchase Officers maintained;
• Staff is supported in all aspects of grant administration
• Financial records kept up-to-date and details of total grant expenditures known
• Funds are topped up timeously and funds never run out
• All payments made timeously, all purchase order numbers issued on time
• Vendors are registered and paid timeously
• Financial reports prepared to funder satisfaction |
| 3. | Student administration | 10% | • Assist in the preparation and circulation of advertising materials for new students
• Coordinate the shortlisting and recruitment processes for new students
• Coordinate the registration and administration of short courses
• Assist in student registration and troubleshoot any registration bottlenecks
• Assist in the administration of student bursaries including ensuring their timely payment
• Assist in the booking of teaching venues
• Assist in all other student administrative tasks | • Our courses are advertised efficiently
• Student recruitment is done efficiently and fairly, with record kept
• Short courses are registered and offered efficiently and relations with CEU maintained
• Student registration is completed timeously with any bottlenecks resolved as soon as possible. Students feel supported.
• Student bursaries are distributed timeously.
• Teaching venues are secured.
• Our overall educational offering runs effectively and efficiently. |

| 4 | Coordinate EthicsLab Events | 35% | • Lead all administrative and coordination tasks for EthicsLab events, including academic retreats, the visiting scholar programme, small grants, meetings and workshops. This will include:
   ◦ Be the main liaison for external guests to our events;
   ◦ Book flights, accommodation, ground transportation
   ◦ Source and secure meeting venues;
   ◦ Support visa applications
• Coordinate all EthicsLab strategic and team building events, including:
   ◦ Bi-annual team building events;
   ◦ A Bi-annual strategy meeting for the EthicsLab SC
This will include finding suitable dates, source and secure venues, and all other coordination or admininstrative tasks. | • Our events run efficiently, our guests feel welcome and cared for
• Vendors are paid on time
• Strategic and team events are held regularly and efficiently |

Minimum qualifications	A tertiary qualification at NQF Level 6 preferably in Office Management & Technology / Office Administration or related disciplines/subjects
Minimum experience (type and years)	At least four years' research administration and event organization experience in a research and/or CHED environment, including • experience in supporting the financial administration of research groups managing international grant funding • experience with the coordination and management of academic events and meetings • experience in managing and coordinating the research administration of teams • experience with the administration and coordination of research projects (Admin, Ethics, HR, effective people management). Strong preference will be given to individuals with previous work experience at UCT, preferably in the FHS, and with in-depth understanding of UCT's financial and student administrative systems. such as Peoplesoft.
Skills	Advantageous: Five years' experience. Able to use the MS Office software including MS Teams, Word, Excel. Able to develop budgets for meetings and monitor expenses. Liaise with finance administrators on fund expenditure. Strong interpersonal skills and a friendly disposition. Able to maintain good working relations with external partners. Ability to keep track of a large number of different tasks and manage a complex portfolio independently. Good communication and problem-solving skills. Ability to work independently and in a team. Self-motivated and excited by the opportunity to develop and maintain new systems for team management and administration. Able to work in a team. Results-oriented and adhering to deadlines. Shows initiative, be resourceful and anticipates team requirements unprompted. Offer guidance to academic staff with regard to research administration.
Knowledge	The incumbent needs to understand how UCT financial and administrative processes work. They need to have a foundation administration and coordination – as evidenced either through formal qualifications or experience.
Professional registration or license requirements	None required
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Honesty to handle cash or finances Candidate will need to complete a competency test, to prove ability to complete an MM010, steps to follow when planning an event etc Excel competency in structuring a budget and monitoring expenses, and a scenario question relation to the organization of an academic event

Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking/Problem Solving	2	Communication	2
	University awareness	2	Planning an organizing/work management	2
	Building interpersonal relationships	2	Quality commitment/work standards	2
	Teamwork/collaboration	2	Professional knowledge and skills	2

SCOPE OF RESPONSIBILITY

Functions responsible for	The effective coordination and administration of the EthicsLab, including meetings, events, staff operations, research functions and so forth.
Amount and kind of supervision received	Post-holder will be line-managed by the EthicsLab Director and will work closely with the EthicsLab academic staff. EthicsLab Director will meet with the incumbent once a week to discuss tasks, challenges encountered etc. The post-holder will work closely will all EthicsLab academic staff, for instance in the coordination of particular events or tasks. The postholder will participate in the monthly EthicsLab SC meetings.
Amount and kind of supervision exercised	None

Decisions which can be made	Decisions pertinent to the day-to-day operation of the EthicsLab (e.g. stationery orders); to the planning and organization of events (workshops, meetings e.g. booking accommodation, dinners etc); to the implementation of the Communications Strategy and/or design of the document storage system
Decisions which must be referred	All financial decisions will need to be discussed with the EthicsLab Director or the PI on the relevant grant, or both (as necessary). All decisions that could affect the standing of the EthicsLab (e.g. decisions relating to uploading of content to the website or other communication platforms, or decisions relating to conflicts or abuse) need equally to be discussed with the EthicsLab Director or their proxy.

CONTACTS AND RELATIONSHIPS

Internal to UCT	UCT HR department, Finance Department (especially in the Medicine Finance Hub), Purchasing Department, RCIPS, Postgraduate office in the FHS, possibly IAPO and the PGFO, FHS Continued Education Unit
External to UCT	National and international guests of the EthicsLab (visiting scholars, meeting participants or attendees, visiting students etc)