

HR191	POSITION DESCRIPTION	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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NOTES

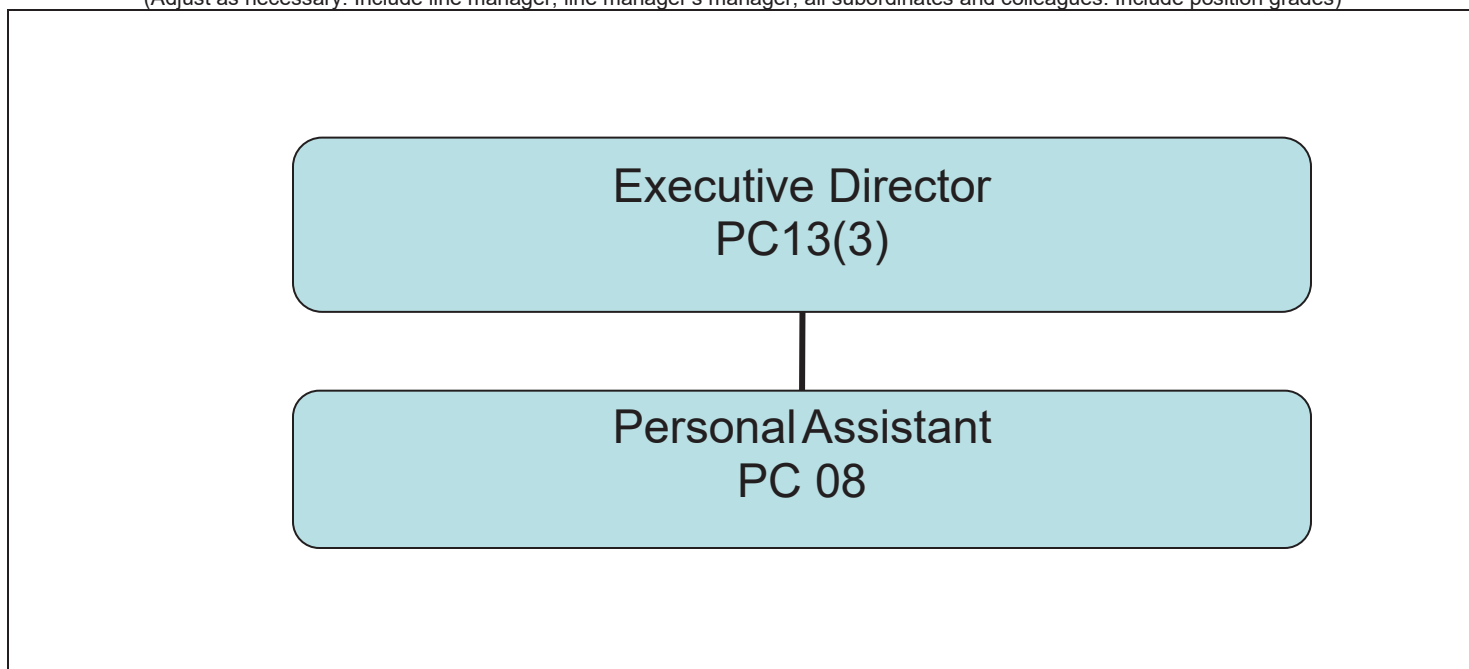
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	PERSONAL ASSISTANT to the Executive Director		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC08	Date last graded (if known)	
Academic faculty / PASS department	Development and Alumni Department		
Academic department / PASS unit	Executive Directors Office		
Division / section			
Date of compilation	February 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 position is to provide a high level of secretarial and administrative support to the office of the Executive Director: Development and Alumni Relations to enable the Department to perform at full potential with respect to the leadership and executive responsibilities.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets 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	Professional personal assistant services to the Executive Director (ED)	50%	Diary Management - Co-ordinate and manage the Executive Director's electronic diary - Schedule appointments for the ED in order of priority and strategic importance - Set up meeting for the ED which includes booking venues, arranging catering, and attending to all other logistics and administrative arrangements as required. - Cancel and reschedule meetings where necessary - Make the necessary arrangements for an alternative to attend critical meetings when the ED is unable to attend - Provide daily print outs of the ED's schedule as well as any supporting documentation for meetings - Alert the ED to urgent and important matters on a day-to-day basis. Meeting Administration - Set up regular weekly and monthly meetings for the ED with his direct reports, as well as regular internal meetings such as Senior Managers' meetings, Ops meetings and Staff meetings. - Liaise with the ED subsequent to meetings regarding follow-ups and ensure that these are implemented and the necessary time allocated in the ED's diary for follow ups. - Ensure that contact reports relevant to donor meetings are uploaded to the client relationship management system (DevMan) - Act as the back-up for the servicing of weekly Ops Meetings	- ED's diary is managed effectively in manner that supports both the office and the ED's work-life balance. - Meetings scheduled to maximize the ED's time and critical objectives whilst allowing time between meetings as well as critical work time. All other logistical arrangements arranged timeously - Daily print outs provided of diary and meeting supporting documentation - The ED and the department are appropriately represented at meetings - Meetings are planned according to the requirements and timelines

			Personal Secretarial Tasks • Ensure that the ED's operational/functional needs are met in terms of IT, telephone, internet, furniture and other related requests • Process reimbursements for the ED • Ensure that receipts are provided to Finance for all the ED's P-Card transactions • Liaise with the national and international organizations to which the ED is affiliated and ensure that documentation is available for the ED's input, meetings/teleconferences are set up, meeting dates are entered into the diary and make any travel arrangements associated with his attendance of these meetings.	• Professional, discreet, quality, and timeous support provided at all time • Financial administration managed, as required by the ED • ED's interactions with national and international affiliates are diarized and appropriately arranged.
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2	General Office Administration	25%	Client Services - Respond to all correspondence received, contributing to mitigating risk by assessing requests which could have consequences for the University and use discretion on who to direct queries to. - Receive visitors and direct them to the appropriate Unit/staff member - Answer and screen all telephone call Filing and Document Preparation - Systematic with processing of documents Take responsibility for the electronic filing, retrieval and management of documents as it relates to matters of a sensitive and complex nature. - Develop and maintain electronic filing and archiving systems - Draft letters for the ED's signature - Obtain the ED's signature on grant agreements, finance and HR documents Procurement Services and Building Maintenance - Obtain quotations and compile MM010 forms for any purchases related to the Executive Director's Office - Assist with the purchase of business cards and name badges for DAD staff - Manage, track and monitor purchase orders - Report building maintenance issues to Properties and Services and ensure that they are attended to timeously	- Positive feedback from internal and external clients - Queries responded to politely, professionally and timeous - Confidential, effective and accurate system for easy access of information implemented. - Printing and collating of documents as requested by Director - Accurate preparation, tracking and payment of PO's. - Building maintenance issues are addressed
3.	Travel Co-Ordination	5%	- Make national and international travel arrangements, including flights, accommodation and ground transfers - Arrange the necessary visas for international travel - Ensure that the relevant documents are completed and submitted prior to travel, e.g. leave forms, S&T documentation, insurance forms. - Ensure that the ED has copies of his itinerary and briefing documents	Accurate and smooth travel experienced by the ED

4.	Human Resource Assistance	20%	• Maintain confidential employee records • File performance documentation and review records • Ensure that the daily attendance register is circulated • Compile all HR forms as required, check for completion and ensure that they are approved by the relevant Senior Manager and Finance Manager before submission to HR • Provide support with interviews; i.e. venue booking, candidate assessments, refreshments. • Ensure that newly appointed staff are inducted to the Department and that they are set up with an office/desk, computer, telephone, office keys, staff card	• Confidential records are maintained • High degree of moral and ethical engagement in the HR work of the Department is exercised • Attendance register is circulated every day • Selection committee meetings are efficiently run • All newly appointed staff are in possession of everything they may require for their work
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MINIMUM REQUIREMENTS

Minimum qualifications	Relevant NQF 6 qualification			
Minimum experience (type and years)	At least 3 - 5 years' experience as a Personal Assistant/Senior Secretary to a Senior Manager			
Skills	• Excellent written and communication skills, attention to detail coupled with good interpersonal skills. • Demonstrated organisational, planning, and administrative skills. • Strong stakeholder relations • Teamwork and collaboration. • Maintaining good standards • Proven computer literacy in the use of MS Word, PowerPoint, Adobe Acrobat, Internet, E-mail, video conferencing platforms (MS Teams and ZOOM) and the electronic diary. • Advanced Excel Skills, i.e., the ability to use advanced functions, e.g., V-lookup, pivot tables, formulas, filtering, sorting, etc.			
Knowledge	Knowledge of UCT processes would be advantageous			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Ability to work ndependently, por actively and under pressure, as well as part of a team			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Planning and organizing	2	Communication	2
	Analytical Thinking/Problem Solving/Proactive	2	Quality Commitment /Work Standards	2
	Teamwork/Collaboration	2	University Awareness	2
	Building Interpersonal Skills	2	Client/Student service and input	2

SCOPE OF RESPONSIBILITY

Functions responsible for	• Personal assistance to the ED: Development and Alumni Department • General office administration • Human resource administrative assistance for the Development and Alumni Department
Amount and kind of supervision received	The position works largely supervised, and with with full supervision by the Executive Director DAD
Amount and kind of supervision exercised	The incumbent would not be responsible for the supervision of any other positions within the Development and Alumni Department.
Decisions which can be made	Needs to make decisions about own work, i.e. scheduling of meetings, prioritization of tasks, etc.
Decisions which must be referred	The incumbent would need to refer to the ED regarding the cancellation of meetings, financial implications, etc.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Other personal assistants and administrative staff at the level of the University Executive, project leaders, staff within the Development and Alumni Department.
External to UCT	Personal assistants at Foundations and Corporates, donors and alumni seeking appointments with the ED. Administrative staff at organisations on which the ED serves as a board member or trustee

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder	Vacant			