



**NOTES**

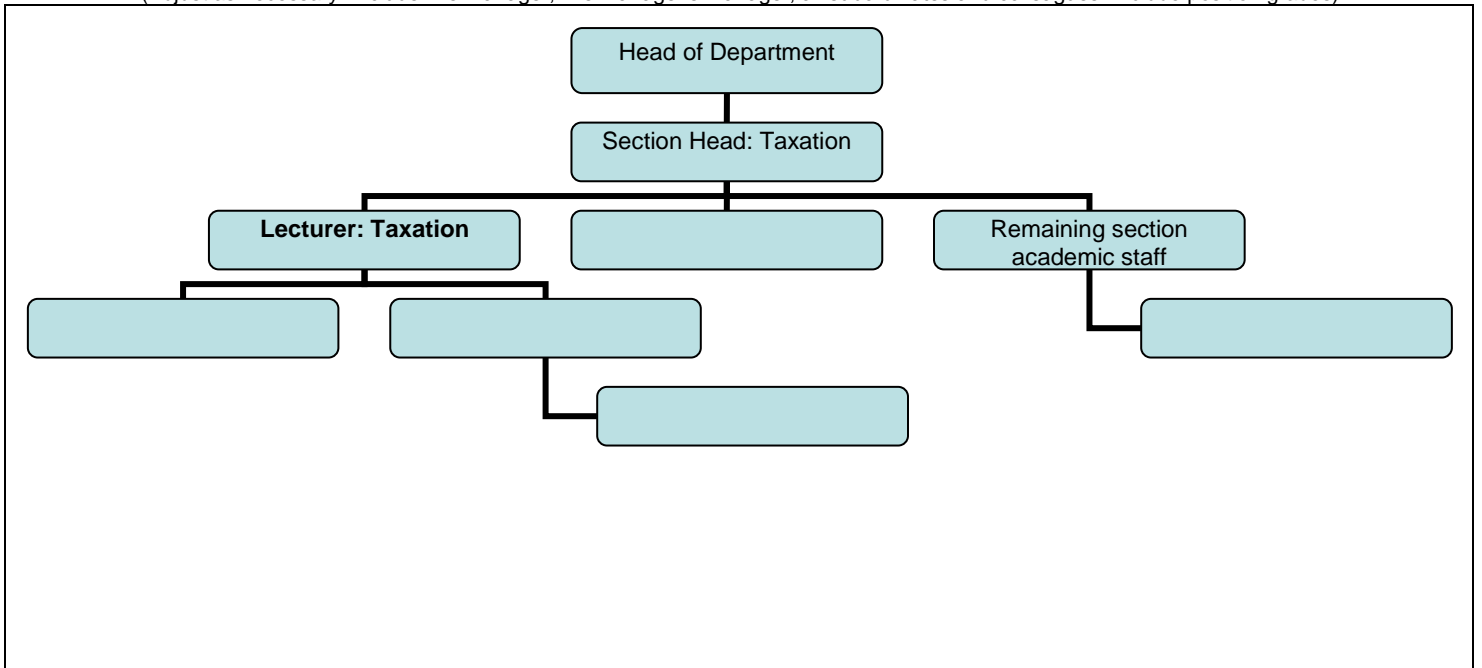
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Lecturer: Taxation		
Job title (HR Practitioner to provide)			
Position grade (if known)	Lecturer	Date last graded (if known)	
Academic faculty / PASS department	Academic		
Academic department / PASS unit	Finance and Tax		
Division / section	Taxation		
Date of compilation	14 March 2018		

**ORGANOGRAM**

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



**PURPOSE**

The primary functions are research, teaching and learning, leadership, management and administration, and social responsiveness, where the former two are core requirements. At least 50% of time is spent on teaching and learning and research activities.

**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	Research	35%	Conducts independent research and team research	Papers in SA academic journals; academic peer review of applied research reports, chapters in books, professional journals, and/or conference papers; presents papers to national conferences and seminars; is involved to some extent with at least one research group; participates in and has input at conferences / seminars; has completed or made substantial progress toward the completion of a higher degree
2	Teaching and Learning	45%	Actively engages in teaching and learning activities to the betterment of the teaching product; independently updates and develops teaching materials; able to successfully conduct a lecture	Contributes to undergraduate and/or postgraduate teaching; student, peer and external examiner reports good
3	Management and Leadership	10%	Volunteers to participate in university committees at the appropriate levels when required by the Department; undertake course convenorship	Contributed satisfactorily to substantial leadership and/or administration roles at course, Department, and/or Faculty level, appropriate to Lecturer.
4	Social Responsiveness	10%		Contribution, based on his/her academic skills, to bodies outside the University; is beginning to cultivate networks and opportunities for policy and/or consulting work; policy documents for public bodies, companies and civil society agencies; publications resulting from consultation to a profession closely linked to the candidate's field of study; professional and private work based on the staff member's academic skills and which contributes to scholarship; authorship of textbooks

**MINIMUM REQUIREMENTS**

Minimum qualifications	A Masters in Tax and a strong academic record; or a PhD in tax or cognate discipline, or equivalent level of scholarship					
Minimum experience (type and years)	At least 2 years' (post articles) experience in the tax department of a medium to large audit, accounting, law or professional service firm, where such work experience includes: <ul style="list-style-type: none"> <li>• Tax compliance experience (relating to corporate entities and/or individuals);</li> <li>• Tax consulting experience (on aspects of corporate and/or international tax);</li> <li>• Experience in drafting of opinions and objections and appeals</li> </ul>					
Skills	<ul style="list-style-type: none"> <li>• A demonstrable ability to lecture at undergraduate and postgraduate level;</li> <li>• Readiness to supervise Honours and Masters level students; and</li> <li>• Willingness to contribute to departmental-level administration.</li> </ul>					
Knowledge	Technical knowledge of at least the fiscal acts of the Republic of South Africa (mainly Income Tax, VAT and Tax Administration)					
Professional registration or license requirements	None required, but preferable is CA(SA) or LLB both with SARS Practitioner registration number					
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)						
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence		Level	Competence		Level
	Analytical thinking / Problem solving		2	Creativity and innovation		2
	Building interpersonal relationships		2	Developing others		2
	Client/student service and support		2	Planning and organizing / work management		2
	Communication		2	Teamwork / collaboration		2
	Conceptual thinking		2	University awareness		2

**SCOPE OF RESPONSIBILITY**

Functions responsible for	<ul style="list-style-type: none"> <li>• Conduct research at the highest level;</li> <li>• Teach tax courses offered by the Department of Finance &amp; Tax as required by the Department, including the supervision of honour's and master's students;</li> <li>• Be committed to innovative teaching</li> <li>• Contribute to administration at the departmental and Faculty levels.</li> </ul>
Amount and kind of supervision received	Support from senior academic staff and the Honours programme convenor
Amount and kind of supervision exercised	
Decisions which can be made	
Decisions which must be referred	