

**NOTES**

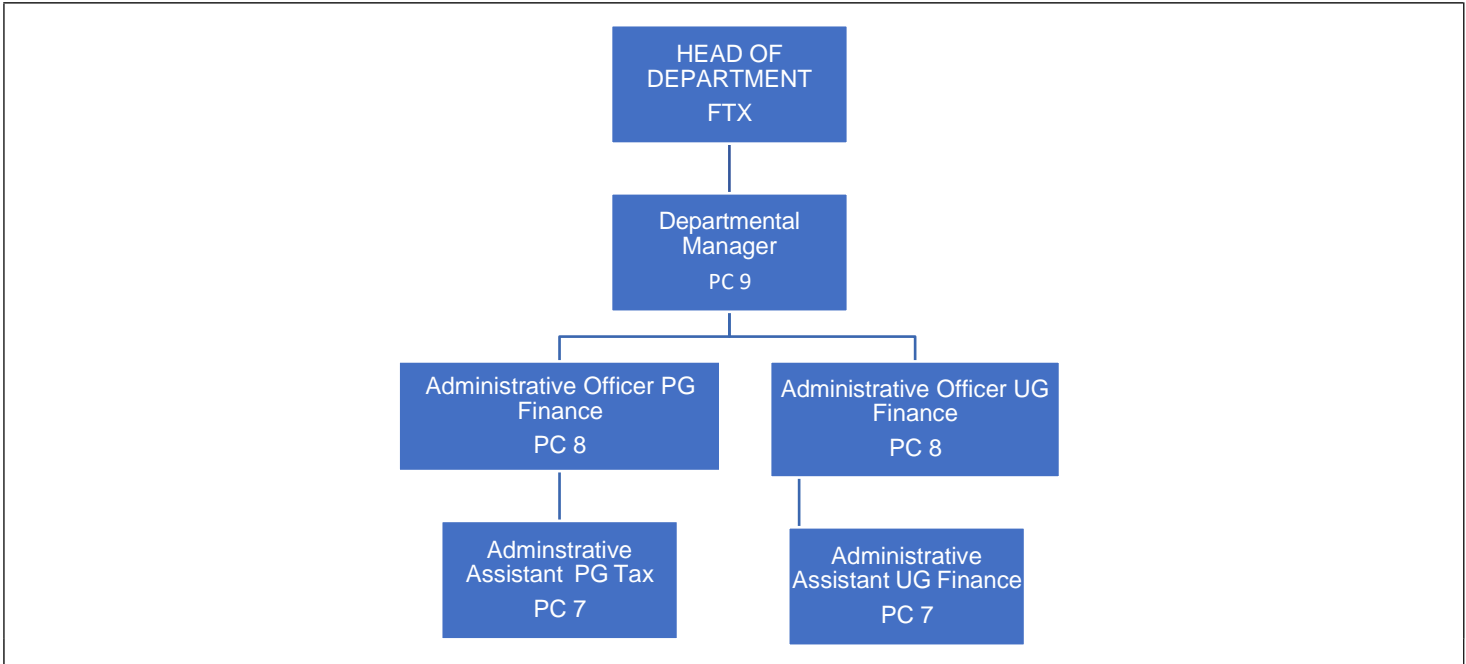
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Departmental Manager		
Job title (HR Practitioner to provide)	Departmental Manager		
Position grade (if known)	9	Date last graded (if known)	2012
Academic faculty / PASS department	Commerce		
Academic department / PASS unit	Finance and Tax (FTX)		
Division / section	N/A		
Date of compilation			

**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 manage the Human Resources, Operations, Finance, Physical Resources and Administration of the Department of Finance. The Departmental Manager will be involved in high-level decision making and actively engage and facilitate various departmental activities.

## CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	<b>Operations Management, Administration and Space Allocation</b>	20%	<p>This will include, but is not limited to, activities where the incumbent will:</p> <ul style="list-style-type: none"> <li>• Manage the efficient and organised running of the administrative section</li> <li>• Manage and assist with general administration when necessary</li> <li>• Manage logistical related office space, refurbishments and general office appearance</li> <li>• Consult with academic staff on the best manner in which to provide administrative support</li> <li>• Arrange and service departmental meetings</li> <li>• Arrange Departmental events e.g. birthdays</li> <li>• Liaise with Manager Properties and Services regarding office cleaning, repairs and maintenance</li> <li>• Liaise with Access Control Services regarding access to the Department</li> <li>• Approve 3rd party registration</li> <li>• Handle duties allocated on an ad hoc basis by the Head of Department and Section Heads as required</li> <li>• Assist with and attend Open Day Logistics</li> <li>• Attend Registration</li> <li>• Manage inputs and outputs of ErA</li> <li>• Liaison between faculties/departments w.r.t queries and follow up</li> <li>• Handle queries (written, telephonic and walk-ins) from visitors, staff, students which pertain to the department</li> <li>• Logistical arrangements for visitors to the Department, which include venue set-up, parking, catering, etc.</li> <li>• Manage HOD Calendar</li> <li>• Manage documents requiring HOD's signature</li> </ul>	<p>Documented administrative and operational processes and ensure updated procedures files are maintained</p> <p>When deadlines are tight, assist sorting and collating of test and or exam scripts, checking of marks captured, assisting with invigilation as well as Departmental Reception</p> <p>Fair distribution of work and development of skills required</p> <p>Contingency plans implemented and managed to ensure effective administration</p> <p>Efficient and proactive support to the Head of Department and Section Heads</p> <p>Queries responded to politely, professionally and within the required timeframe</p> <p>Accurately and timely submit on system</p>
2	<b>Course Administration Management and Academic and Examination Administration</b>	10%	<ul style="list-style-type: none"> <li>• Administration of matters relating to External Examiners</li> <li>• Liaise with the Faculty Office and Examinations office with matters relating to examinations and external examiners</li> <li>• Process payments of External Examiners and invigilators</li> <li>• Manage marks processing for department</li> <li>• Overview of Service Level Agreement</li> <li>• Supervise and oversight of departmental exam arrangements</li> <li>• Supervise and oversight of marks processing</li> <li>• Oversight of tutor appointment process</li> </ul>	<p>External examiners informed of the schedule in good time</p> <p>Efficient examination process</p> <p>Accurate marks and related information</p> <p>Meet all due dates</p>

			<ul style="list-style-type: none"> <li>• Collate and capture information required for the FEC</li> </ul>	Information is filed and ready for review by academics
3	<b>Resource Management:</b>	25%	<ul style="list-style-type: none"> <li>• This will include, but is not limited to, activities where the incumbent will:</li> <li>• Manage and oversee the processing of all appointments and salary payments, as well as dealing with related queries</li> <li>• Contribute to the recruitment process for Administrative Staff and contribute to the new Administrative staff induction and orientation.</li> <li>• Oversight of Development Dialogue of staff</li> <li>• Manage staff training, development, coaching</li> <li>• Ensure that staff records are kept up to date</li> <li>• Administrative staff related matters to the HOD timeously</li> <li>• Plan and allocate work fairly, effectively and efficiently</li> <li>• Ensure sufficient back-up for all administrative tasks within the department</li> <li>• Manage all PASS staff leave requests.</li> <li>• Manage, encourage, mentor, train and coach PASS staff within the Department and be a liaison between the PASS and Academic staff.</li> <li>• Manage employment relations including Performance Improvement Plan and disciplinary process</li> <li>• Plan and Chair Administrative staff meetings</li> </ul>	<p>All human resource functions relating to own staff are carried out timeously and in accordance with UCT HR policy and relevant legislation</p> <p>Relevant documentation is correctly completed, signed off and processed</p> <p>Relevant reports timeously prepared, presented and made available to appropriate role players</p> <p>Workforce plans</p> <p>Updated job descriptions</p> <p>Staff are well trained and equipped to meet the performance standard expected</p> <p>DD in place for all staff</p> <p>Positive working relationships</p> <p>Motivate staff</p> <p>If and when required ensure that grievances, discipline and conflict resolution is done in conjunction with HR, if necessary.</p>
4	<b>Financial Administration and Resource Management: Budget, Finance and Procurement</b>	40%	<p>Understands and conforms to the financial management processes and procedures of the Department; reflects an understanding of and ability to apply basic financial principles</p> <p>Annual preparation of the budget for the following year, together with the HOD</p> <p>Control all financial procedures, ensure that transactions comply with UCT financial and HR policies</p> <p>Be able to deal with all Departmental queries on SAP</p> <p>Draw all SAP reports required</p> <p>Manage and report on recurrent and non-recurrent funds, monitor expenditure to guard against overspending</p> <p>Develop, implement and manage appropriate financial systems</p> <p>Managing purchasing cards transactions</p> <p>Managing tutor payments</p> <ul style="list-style-type: none"> <li>• Manage the departmental bursary payments for postgraduate students</li> </ul>	<p>Provide staff with information and support regarding policies and procedures to follow</p> <p>Preliminary budget figures in accordance with UCT guidelines</p> <p>Budget Control</p> <p>SAP proficiency</p> <p>Enhanced administrative functioning of the department</p> <p>Liaison with Finance and Human Resource departments</p> <p>Reconciliation</p>

			<ul style="list-style-type: none"> <li>• Preparation of journals, invoices, receipt requisitions and other accounting related entries as per UCT policies and procedures</li> <li>• Ensure that all Purchase Order requests are signed by the designated signatories and obtain approvals</li> <li>• Responsible for departmental purchases</li> <li>• Receipt all monies coming in – eg from GetSmarter, Asisa and Research contracts</li> <li>• Manage, check and ensure payment of all invoices that come to the department</li> <li>• Check and approve all expenditure and claim forms, liaising with finance department in respect of queries.</li> <li>• Follow up on outstanding purchase orders, payments and queries</li> </ul>	Procurement and payment processes are performed accurately and according to policy and procedure.
<b>5.</b>	<b>Faculty Liaison</b>	5%	<p>This will include, but is not limited to activities where the incumbent will:</p> <ul style="list-style-type: none"> <li>• Manage the development and maintenance of the UCT Department of Finance Web Page, ensuring that the website is continually kept up to date, including the new staff details. Relevant information pertaining to the Department is also kept updated.</li> <li>• Handbook is updated on a yearly basis and that all information is checked by conveners. Follow up handbook information on a regular basis and check for updates.</li> <li>• Represent the administrative function at Faculty level as appropriate. Serve on and attend all relevant faculty committees - Departmental Manager, Administrative Finance and Marketing meetings.</li> </ul>	<p>Website is current and relevant information pertaining to the Department is updated</p> <p>Handbook is current</p> <p>Ensure that the Department is represented on the relevant Faculty Committees</p>

## MINIMUM REQUIREMENTS

Minimum qualifications	A relevant tertiary qualification at NQF6 level			
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>• 4 years relevant working experience in a mid- or senior administrative level position</li> <li>• Proven experience in people and staff management</li> <li>• Demonstrable financial management experience</li> <li>• Demonstrable working experience in SAP or any other ERP system</li> <li>• Proven data management experience with relevant software (e.g. Peoplesoft or any other relevant software)</li> </ul>			
Skills	<ul style="list-style-type: none"> <li>• Strategic Planning</li> <li>• Financial Management</li> <li>• HR Management</li> <li>• Operational Management</li> <li>• Excellent self-management skills</li> <li>• Flexibility and ability to multi-task</li> <li>• Good interpersonal and client service skills</li> <li>• Strong time management, organizing, planning and administrative skills</li> <li>• Excellent oral and written communication skills</li> </ul>			
Knowledge	<ul style="list-style-type: none"> <li>• SAP or any other ERP system</li> <li>• Knowledge of HR processes, and understanding of basic conditions of employment</li> <li>• Excellent computer skills and high-level competence in Microsoft Office, specifically Ms Excel and Ms Word</li> <li>• Good understanding of finance as well as the administrative policies and procedures</li> <li>• Excellent communication skills and ability to interact with people at all levels</li> <li>• The ability to work under pressure with meticulous accuracy and attention to detail</li> <li>• Demonstrated ability to work independently as well as part of a team, use initiative, and be flexible</li> <li>• Data management software (e.g., Peoplesoft or any other relevant software)</li> </ul> <p>The following would be advantageous:</p> <ul style="list-style-type: none"> <li>• Experience of management in a university setting and/or other large institution</li> <li>• Experience in VULA</li> <li>• Knowledge of UCT Policies and Procedures (Central Finance &amp; Central HR)</li> </ul>			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Possess a high level of honesty and integrity in handling cash and finances.			
Competencies (Refer to UCT Competency Framework )	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	3	Planning and organizing / work management	2
	Building interpersonal relationships	2	Decision making	2
	Client service and support	2	Teamwork / collaboration	2
	People Management	3	University awareness	2

## SCOPE OF RESPONSIBILITY

Functions responsible for	Operational management/Financial Management/Administration Oversight/Resource Planning and Support
Amount and kind of supervision received	Minimum supervision in terms of operational decisions

Amount and kind of supervision exercised	This position will manage other employees and also exercise high levels of supervision
Decisions which can be made	Operational management, report management, people management matters, budget monitoring
Decisions which must be referred	All recruitment matters and purchases or procurements should be within UCT's policies and procedures.

**CONTACTS AND RELATIONSHIPS**

Internal to UCT	Commerce Faculty Office, The Deans Office, The Finance Office, Finance and Tax Academics and Administrative Staff, Debtors Department, Creditors, Human Resources, Students
External to UCT	Other universities, consultants, service providers