



## NOTES

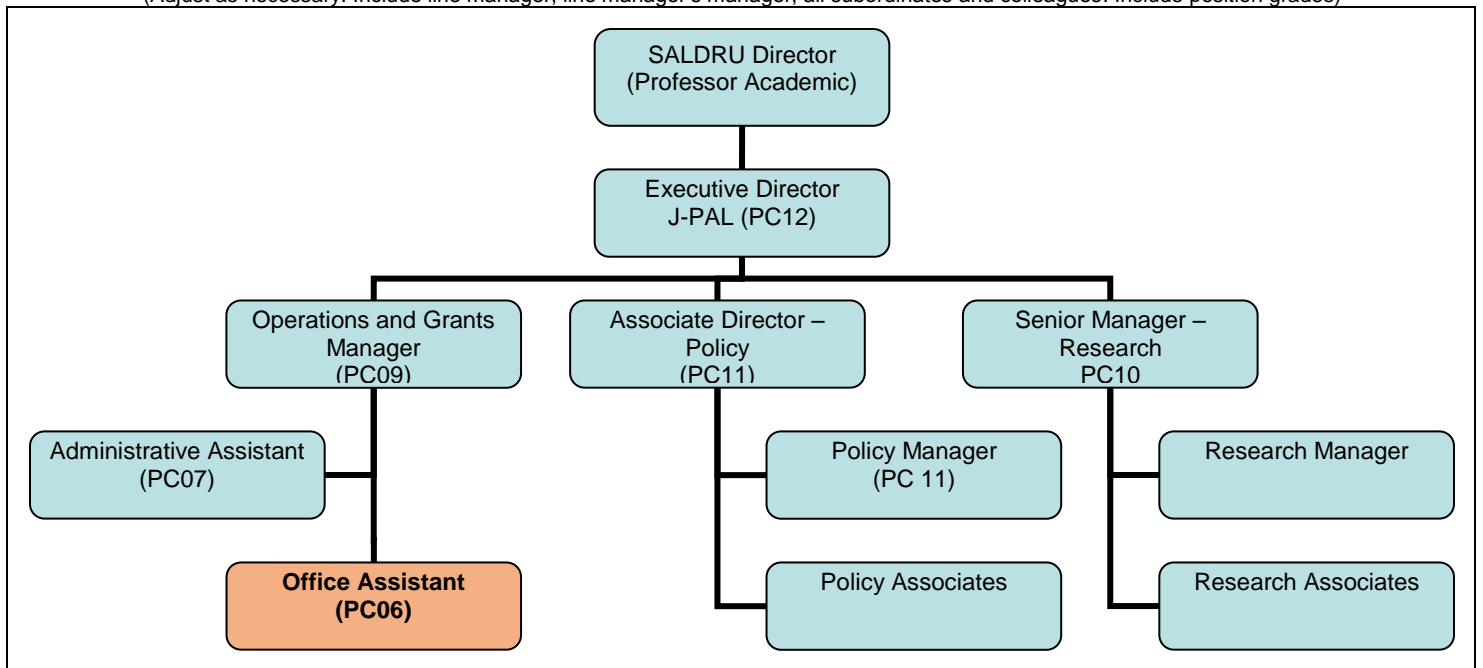
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	Office Assistant		
Job title (HR Practitioner to provide)			
Position grade (if known)	6	Date last graded (if known)	
Academic faculty / PASS department	COMMERCE		
Academic department / PASS unit	SCHOOL OF ECONOMICS		
Division / section	SALDRU – J PAL		
Date of compilation	04 September 2017		

## ORGANOGRAM

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



## PURPOSE

To provide administrative support to J-PAL Africa including general and financial administration, events management and human resource administration support. The position's key performance areas are central to facilitating the smooth functioning of J-PAL.

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	General administration	50	<ul style="list-style-type: none"> <li>• General frontline support, i.e. reception</li> <li>• Running ad-hoc errands for the department out off campus as required.</li> <li>• Answering and screening telephone calls and taking messages</li> <li>• Receiving visitors</li> <li>• Set up third Party Access and internet set up for visitors to J-PAL and ad hoc staff</li> <li>• Loading employee details on sales force</li> <li>• Data Capturing on salesforce</li> <li>• Managing the courier and postage procedures for the Unit. Receiving delivery of goods in good order.</li> <li>• Attending to queries and correspondence in a proactive manner</li> <li>• Liaise with J-PAL Johannesburg and Global office as required</li> <li>• Photocopying and scanning of documents</li> <li>• Maintaining a filing system</li> <li>• Taking minutes at meetings</li> <li>• Typing correspondence and documentation</li> <li>• Manage stationery stock levels, order stationery/office consumables</li> <li>• Manage asset register, order new equipment</li> <li>• Assist with security procedures for asset safekeeping and office security</li> <li>• Log calls for maintenance and IT problems</li> </ul>	<ul style="list-style-type: none"> <li>• Organised filing system in place</li> <li>• Stationery stock sheet checked and managed monthly</li> <li>• Asset register up to date and complete</li> <li>• Visitors have timely internet and office access</li> </ul>

2	Administration support (Financial)	20	Assist PC 07 Administrative assistant with: <ul style="list-style-type: none"> <li>• Administrative aspects of preparing all purchases, advances, journals, petty cash and reimbursements</li> <li>• Support clearing of Procurement card transactions for Team.</li> <li>• Prepare documentation for Procurement cards reconciliation and clearing</li> <li>• Obtaining authorisations and delivering documents to relevant departments.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep complete record of all documentation</li> <li>• All Procurement card payments are documented and submitted to Finance (with sign off) within agreed upon timelines</li> <li>• All vendors are informed of UCT payment procedures and timelines, and procedures are followed on all payments</li> <li>• Purchase order reconciliation occurs according to required procedure and timeline</li> </ul>
3	Events Coordination and Travel administration	25	<ul style="list-style-type: none"> <li>• Organise and coordinate all logistical aspects related to events including seminars, meetings and workshops</li> <li>• Specific tasks handling with regard to event management, i.e. catering, travel, accommodation, material collating and dissemination, etc.</li> <li>• Making of all travel arrangements (booking flights, accommodation and car hire, applying for visas) for travel and events as required</li> <li>• Assist with administration relating to processing subsistence and travel payouts as well as insurance before travelling internationally</li> <li>• Ensuring that all necessary documentation relating to UCT travel has been completed and submitted</li> <li>• Any necessary errands on and off campus relating to events planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Events occur according to schedule and specification</li> <li>• Travel and other arrangements made timeously and within budget</li> <li>• Travel documentation completed as per required procedures</li> </ul>
4	Human Resources Administration	5	<ul style="list-style-type: none"> <li>• Administer record keeping and filing of all HR documentation.</li> <li>• Ensure documents are signed by the relevant persons and submitted to the relevant offices around campus office</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all filing is up to date</li> <li>• Timely signing and submission of documents</li> </ul>

**MINIMUM REQUIREMENTS**

Minimum qualifications	Matric Certificate (with bookkeeping, accounting or mathematics)			
Minimum experience (type and years)	1-year relevant administrative experience			
Skills	High level of computer literacy (Word, Excel, Email, Internet) Good time management skills to perform multiple tasks efficiently and in order of priority. Good written and verbal communication skills Good numeracy skills with good attention to detail Professionalism and good inter personal skills Ability to work under pressure both independently and in a team.			
Knowledge	Knowledge of SAP or any ERP system would be advantageous			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	A driver's license and own vehicle will be preferable to not required. The position holder will be required to frequently move around various areas of the campus in the execution of their duties in this role.			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Planning and organizing / work management	2	Analytical thinking / Problem solving	1
	Communication	2	Stress tolerance	1
	Client service and support	1	Building interpersonal relationships	2
	Teamwork / Collaboration	1	University awareness	1
	Energy	2	Quality commitment/ work standards	1

**SCOPE OF RESPONSIBILITY**

Functions responsible for	
Amount and kind of supervision received	
Amount and kind of supervision exercised	
Decisions which can be made	
Decisions which must be referred	

**CONTACTS AND RELATIONSHIPS**

Internal to UCT	
External to UCT	

**AGREED BY**

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Line Manager				
HOD				