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

NOTES

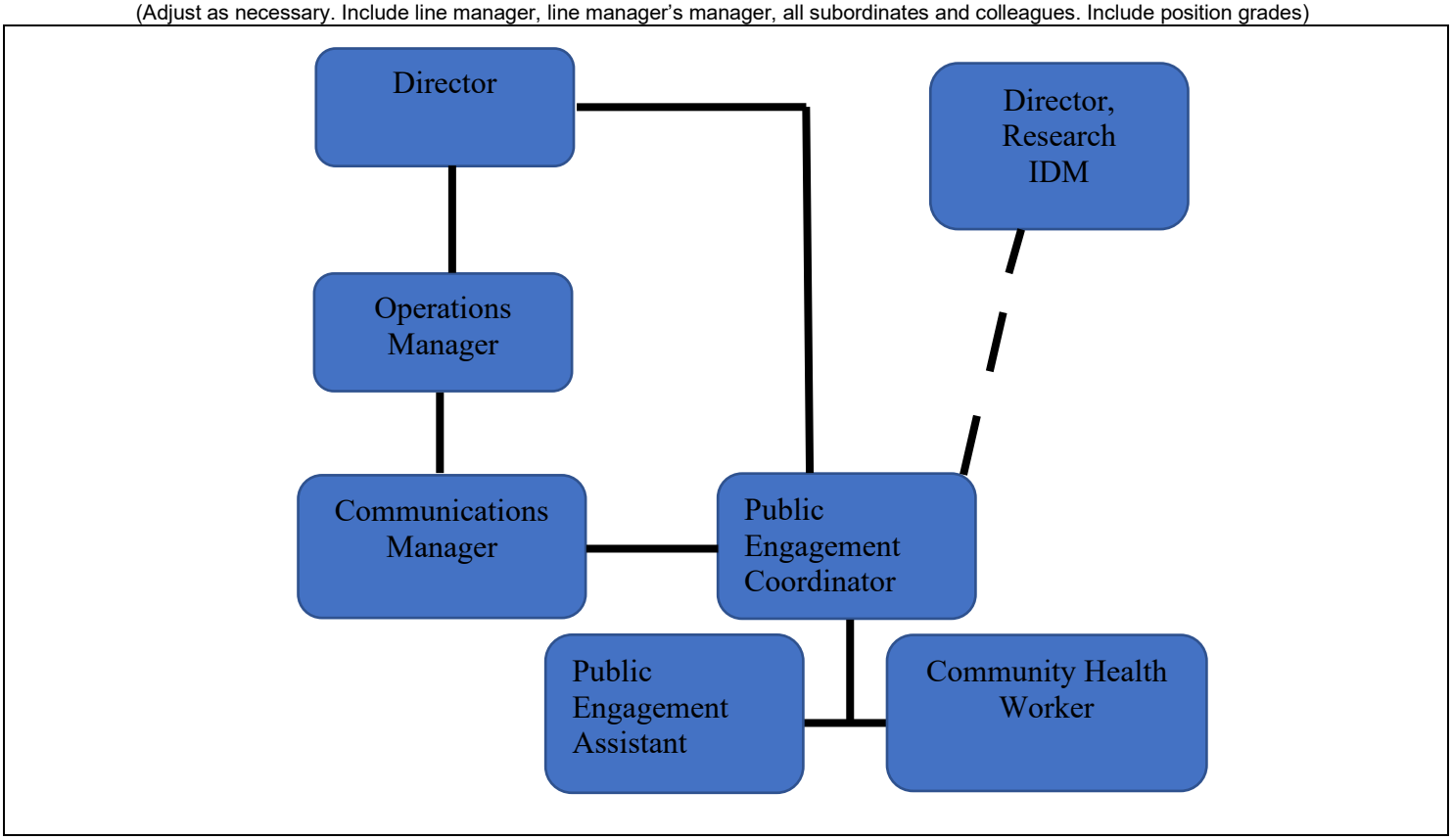
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Community Health Worker		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC4	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Science		
Academic department / PASS unit	IDM		
Division / section	CIDRI-Africa		
Date of compilation	September 2020		

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 mobilise and educate the community on the research conducted at the CIDRI-Africa clinical research site as part of the public engagement programme. The aim is to ensure wide community education regarding the Centre's public engagement program and research studies.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Public and Community Engagement.	40%	a) Mobilise community representatives and communities at large to participate in the Centre's public engagement (PE) activities. b) Develop a network of community stakeholders and representatives/ groups whom CIDRI-Africa will engage with regularly. c) Support the PE stakeholder's forum and attend forum meetings with PE coordinator.	Community is engaged fully regarding research, new developments and challenges are addressed. Community stakeholders are kept up to date on research progress and given feedback on recruitment and retention of participants.
2	Community Education.	40%	a) Conduct presentations at schools and community spaces on the research conducted at the clinical research site as trained by PE coordinator. b) Assist the PE coordinator on the design and implementation of training sessions for stakeholders and community representatives. c) Conduct community education with community groups to inform them on the developments of research at CIDRI-Africa and elicit community feedback.	Community representatives are continually trained in all clinical research site's research trials and engagement activities.
3	Data collection	15%	Clear documentation of all CIDRI-Africa-linked community activity as per good participatory practice.	Community activities are clearly documented. Participant confidentiality is protected at all times.
4	Meetings and training	5%	Attend clinical research team meetings and community meetings with PE coordinator. Attend all training programs developed by the PE coordinator for the PE team.	The candidate is fully appraised of current study and community activities.

MINIMUM REQUIREMENTS

Minimum qualifications	Grade 12
Minimum experience (type and years)	Minimum of 1 years' experience in a similar role Community education experience Fluent in English and IsiXhosa
Skills	Community mobilisation and facilitation of relationships.
Knowledge	Good Participatory Practice.
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'.)	Confidentiality of research study participants and community members to be maintained at all times.

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Presentation skills	1	Teamwork	1
Facilitation skills	1	Time management	1
Basic personal computer skills, including electronic mail.	1		
Interpersonal Skills	1		

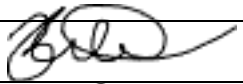
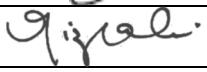
SCOPE OF RESPONSIBILITY

Functions responsible for	Community mobilisation and education.
Amount and kind of supervision received	Facilitation and presentation of research conducted at clinical research site.
Amount and kind of supervision exercised	None.
Decisions which can be made	Planning of community education sessions.
Decisions which must be referred	Finance and logistical requirements for educational sessions.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Public engagement coordinator/manager and CIDRI-Africa staff.
External to UCT	Community representatives and stakeholders.

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Line Manager	Zandile Ciko		021 406 6079	04 December 2020
HOD	Valerie Mizrahi		x6738	2020/12/15
Dean / ED				
HR Practitioner				

COMPLETING A POSITION DESCRIPTION
HR191

When do I use this form?

A position description is the basis of the employment contract between UCT and a staff member. It describes:

- the purpose of the position
- the position content
- where the position fits into an organisational structure
- the principal accountabilities, roles and responsibility of the position holder
- the minimum requirements needed of the position holder

A position description must be completed for all positions at UCT, both academic and PASS.

This form is completed, or reviewed and amended, when:

- a position is new, before recruitment
- substantive functions are added or removed from a position
- the position holder is new

This form is used as the basis for:

- recruitment
- performance management
- performance development

Note

- This position description informs many other human resources and people management processes.
- This position description is a living document and must be reviewed and updated regularly, preferably every 3-4 years.
- This position description is a summary of the typical functions of the position, but is not an exhaustive or comprehensive list of all possible position tasks and duties. UCT is entitled to instruct the position holder to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the position description, or in accordance with operational requirements.

How do I complete this form?

- The position description indicates the requirements of the position in relation to the organisation, not the person. Describe the position, not the position-holder.
- The position description describes the position, not the performance required.
- The position description denotes a clear description of the position that is observable.
- Describe the position as is, not as imagined or as it could or should be done.
- Assume proper and competent performance of the position -holder.
- Examine typical incidents that occur in the position. Disregard any unlikely events or once-off incidents.
- Give careful consideration to employment equity legislation and take great care not include anything that could be deemed as discriminatory.

Complete all fields as follows:

Position title	The label or name of this position. Consideration is given to other titles in the department and to standard UCT position naming conventions. The latter are obtainable from your HR Practitioner, from the UCT Jobs Catalogue.
Job title (HR Practitioner to provide)	The SAP position title of this post. Obtainable from your HR Practitioner, from the UCT Jobs Catalogue.
Position grade	The current position grade of this position, if it exists (if known).
Date last graded	The date on which the position was last graded, if it has been graded (if known).
Academic faculty / PASS department	The academic faculty / PASS department in which the position sits.

Academic department / PASS unit	The academic department / PASS unit in which the position sits.
Division / section	The division / section in which the position sits.
Date of compilation	The date on which the position description was compiled, updated or reviewed.
Organogram	The departmental structure and reporting lines of the position, with the grades of these positions. Include line manager, line manager's manager, all subordinates and colleagues.
Purpose	A summary of the position which describes the overall purpose, function or role of the position. No more than two or three sentences. Clearly distinguishes the position from other positions, and links the position to the objectives of the faculty, department and university. Begins with the words: "The purpose of the position is ..."
Key performance areas (KPA)	A list of the most visible actions, essential functions, key areas of responsibility or high- level responsibilities. Provides broad categories of tasks and activities. List in order of importance or time spent. KPAs must support the organization's goals, and be within the position-holder's influence. Full time staff members have between five and eight KPAs.
% of time spent	The percentage of time spent on each key performance area.

Inputs	A list of the particular projects or groups of responsibilities, activities, processes and tasks, linked to a KPA that the position must achieve. Describes how the key performance area is performed by outlining the methods, decision processes, judgments, techniques, tools used. Write in a clear, measurable way that states specifically what is expected and the standard to which it must be performed:
	• Accurately convey the level of complexity, responsibility and scope
	• Write at least one associated input for each KPA
	• Keep as simple and brief as possible
	• Begin each sentence with an action verb, in the present tense
	• Sentences must be outcome-based, containing an action, an object and a purpose
	• Cluster tasks into a list of fewer, broad (but still specific) responsibilities
	• Refer to operational manuals, policies or to agreed procedures, rather than include the detail of tasks
	• Avoid
	  ○ descriptive adverbs and adjectives (e.g. 'Quickly types basic documents', 'Efficiently processes difficult queries')
	  ○ pronouns
	  ○ jargon
	  ○ abbreviations (e.g. 'mgs', 'docs')
	  ○ 'tired words' (e.g. 'Manages', 'Contributes to', 'Assists with')
	  ○ names

Outputs	A list of the main outputs or expected end results to be achieved, linked to the input. Should be specific to the position and the position must be directly accountable for them. Write in a clear, measurable way that states specifically what is expected and the standard to which it must be performed (e.g. quantity, quality, cost and time).
Minimum qualifications	The minimum qualification that would give the incumbent the skills and knowledge or training required to perform the position. Does not include desirable qualifications. Include NQF level where possible. May not be the qualification of the current incumbent.
Minimum experience	The minimum number of years and type of experience that would give the incumbent the experience required to perform the position. Does not include desirable experience. May not be the experience of the current incumbent.
Skills	The minimum skills or technical know-how required to perform the position. Does not include desirable skills. May include languages or software skills. (E.g. Intermediate level Excel).

Knowledge	The minimum knowledge required to perform the position. Does not include desirable knowledge. (E.g. Knowledge of UCT's academic administrative systems).
Professional registrations or licenses	The required professional registrations, industry certifications or licences required to perform the position. Does not include desirable ones.
Other requirements	Any other absolute minimum requirements required to perform the position. Does not include desirable requirements. Great care must be taken to ensure that these requirements are in no way discriminatory, and expert advice and assessment must be sought from your HR Practitioner.
Competencies	The minimum competencies (behavioural traits) required to perform the position. Does not include desirable requirements. A guide to UCT competencies and levels can be found on the HR website. This guide provides a comprehensive list of competencies for all Academic and PASS positions at UCT, and descriptions of how these competencies look at different levels of positions. Some competencies are required by all positions at UCT.
Scope of responsibility	The areas to which responsibility extends, the kind of supervision it receives, the kind of supervision it exercises, the kinds of decisions made by this position, and the kind of decisions that are referred elsewhere.
Contacts and relationships	A listing of the people, departments or organisations that this position deals with regularly, internal and external to UCT.
Agreed by	The position-holder, line manager and HOD agree to the contents of the position description.

Where do I send this form?

Once completed and signed, a copy should be kept by both the line manager and the position-holder (where there is one).
A copy of this form is sent together with the relevant documentation to the relevant persons, in the following processes (amongst others):

- Recruitment
- Position evaluation
- Performance management exceeds awards

What other forms do I need to complete?

None.

What other documentation must be attached?

Attach any other documentation which assists in describing the position.

Where can I get further assistance?

You can contact your HR Practitioner for more assistance in either the design of a position or the development of a position description.

Further information can also be found in the following places:

- Development Dialogue resource guide for PASS staff
- Academic performance planning, performance reviews and staff development
- The UCT Competency framework
- The UCT Jobs catalogue