



## NOTES

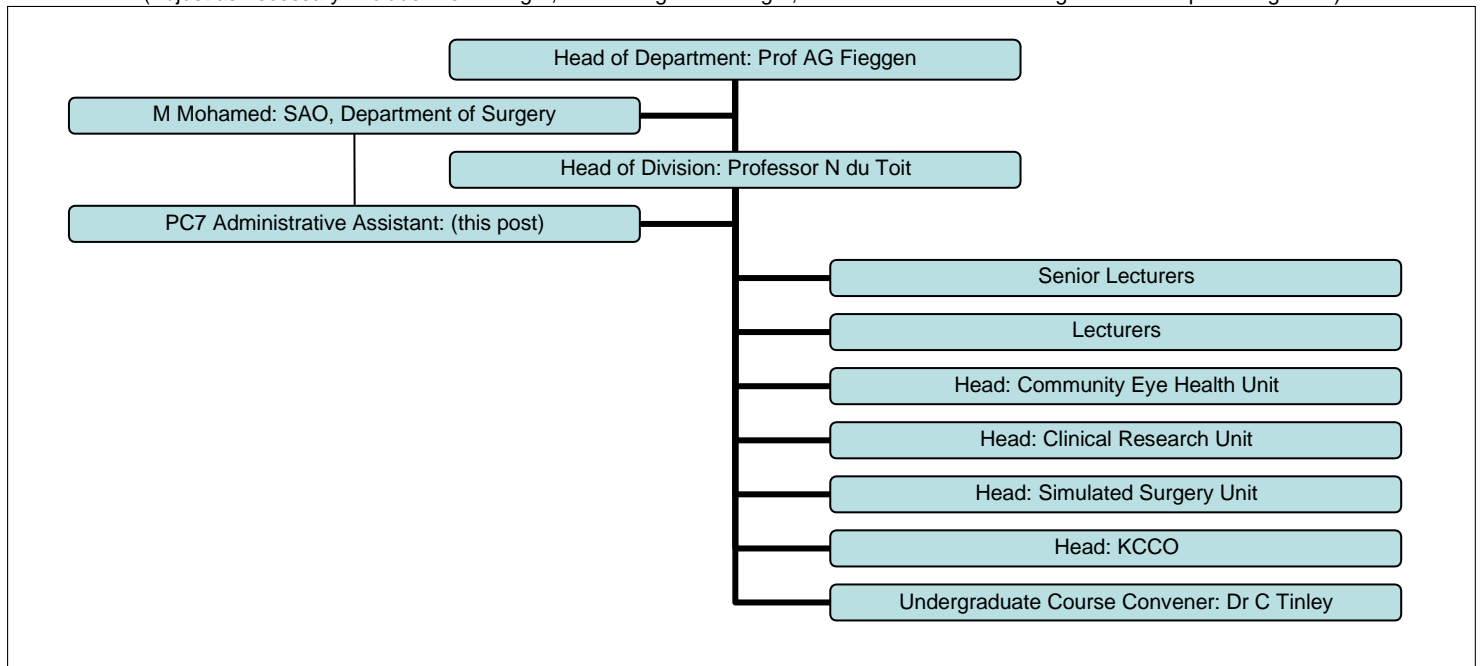
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	Administrative Assistant		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC7	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Department of Surgery		
Division / section	Division of Ophthalmology		
Date of compilation	15 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 provide a high level of administrative support to the Head of Division, all lecturers and senior lecturers in the division, the various research and teaching units in the division as well as all undergraduate and post graduate activities in the division. The incumbent will also be responsible for all financial and human resource administration and manage all division facilities.

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Administrative Support to Head of Division	20%	Diary Management for head of Divisions (meetings, appointments, travel) Travel and accommodation arrangements Managing correspondence Typing support and maintaining a filing system Liaise with SAO for department as required Transcribing of patient notes	
2	Administrative Support to Division of Ophthalmology	15%	Typing support to academic staff Travel and accommodation arrangements for division staff Managing division meeting calendar, minute taking, typing and distribution of minutes, following up on action items as required Arranging all division events Co-ordinating liaison between faculties/departments/sections Responding to all student/staff/visitor queries Managing CPD database and applications and processing CPD certificates for Division staff Managing division contact database Support research activities in the division by managing the administration for clinical trials, capturing research output, typing of articles for journal submission Managing the Divisions research output capturing and ERA submissions Maintaining the Division website Managing and maintaining the facilities in the division including teaching venues, training labs, etc Managing ordering of stationery, equipment and any consumables as required Manage Division leave database Distribution of emails and any communication Parking bookings for Division visitors All ICTS queries/issues/purchasing for division Liaise with SAO for the Department as required	Staff and students kept informed Queries managed efficiently and delegated when appropriate Minutes and agendas typed accurately and distributed within required timelines Organised filing system in place Telephone answered within the required timelines Database accurate and up to date Timeous, accurate travel arrangements Contacts frequently updated Surveys captured correctly CPD certificates processed Facilities in the division maintained Accurate arrangements for functions Attention to detail Good organizational skills Good communication Good record keeping Work with Excel Website admin skills
3	Administrative support to teaching activities in the Division including undergraduate, post graduate, online teaching administration	30%	Invigilating at all exams Scheduling of classes Marks processing Organizing venues for examinations Generating slides for teaching as required Managing external examiners (flights, accommodation, etc) Ordering course material Dealing with course queries Uploading of course material on Vula Compilation, distribution and reminders of course timetables. Assist with IAPO clearance of foreign students Orientation at the beginning of each student block Liaise with course conveners Supervise end of block exam	Marks uploaded into PeopleSoft Course/s administered according to predefined standards Venues arranged for teaching and examinations Flights and examinations arranged Email reminders to lecturers timeously Database of students kept updated

			<p>Responding to student queries</p> <p>Liaising with Health Professions Council of South Africa (HPCSA) and Post Grad office for registration of foreign doctors (certifications, accommodation)</p> <p>Assist with HREC submissions</p> <p>Facilitate annual report, progress report and MOU submissions for the division</p> <p>Assist with student applications and registration</p> <p>Assist with processing of bursaries, scholarships, allowances and post graduate awards</p> <p>Action requests from SAO for the Department as required</p> <p>Assist with student travel, accommodation and shuttle arrangements as required</p> <p>Co-ordinating liaison between students and course convenors as required</p> <p>Data capturing as required</p>	
4	Human Resource administration	10%	<p>Assist with recruitment processes on the PGWC platform</p> <p>Manage all contract and contract extension requests for division across UCT and PGWC platform</p> <p>Action requests from SAO as required</p> <p>Managing the Staff Performance Management System (SPMS) and Remunerated Work outside the Public Service (RWOPS), processes for the division, Commuted Overtime and Probation reports and staff assessment meetings</p> <p>Managing divisional leave database</p> <p>Manage all aspects of registrar and Supernumerary appointments (UCT and GSH HR, HPCSA, Visa letters, etc)</p> <p>Complete necessary HR forms for all contract and Ad Hoc appointments in the division and get necessary approvals</p>	<p>Deadlines and timelines adhered to</p> <p>Up to date contract database</p> <p>Up to date leave database</p> <p>Attention to detail</p> <p>Planning and organizing skills</p>
5	Financial administration	25%	<p>completion of purchasing documents for sign off and submission to Purchasing officer</p> <p>Liaising with purchasing officer, general follow up, booking facilities- flights, car hire, accommodation, congress registration.</p> <p>Financial record keeping for the division.</p> <p>Assist with coordinating the budget estimate reports annually</p> <p>Financial co-ordination for all aspects of bursary/scholarship/external students</p> <p>Petty Cash for the division</p> <p>Staff and external vendor applications</p> <p>Manage and submit purchase card submissions to finance</p> <p>Oversee reimbursement claims for academics and students</p> <p>Action requests from SAO and SFO as required</p> <p>Purchasing for division as per requests by Division Head and staff</p> <p>Reconciliation of all funds on a monthly basis</p> <p>Initiate invoicing and follow up on payments and allocation of income to correct funds</p>	<p>Effective liaison with purchasing officer</p> <p>Financial record maintained</p> <p>Accuracy</p> <p>Attention to detail</p> <p>Good organization planning</p> <p>Accurate records of transactions kept</p> <p>Deadlines and timelines adhered to</p>
6	Third Party assistance and	5%	<p>Assist new temporary staff and visitors with access to UCT network and GSH facilities</p>	<p>Good communication</p> <p>Good record keeping</p>

### MINIMUM REQUIREMENTS

Minimum qualifications	Grade 12 (or NQF 4 equivalent)			
Minimum experience (type and years)	5 years administrative experience (2 of these in a tertiary institution environment preferably in a health sciences faculty )			
Skills	Administrative experience, student administration experience, HR administration experience, finance administration experience, Vula, Peoplesoft , PGWC HR processes (advantageous) Website Maintenance (advantageous)			
Knowledge	University knowledge (advantageous) PGWC HR Processes (advantageous), Student administration			
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'.)	Attention to detail, honesty to handle cash or finances,			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Analytical thinking and problem solving	1	Planning and organizing work/management	2
	Building interpersonal relationships	2	Teamwork/collaboration	1
	Client/student service/support	2	University awareness	1
	Communication	2	Quality commitment/work standards	2

### SCOPE OF RESPONSIBILITY

Functions responsible for	HR, finance, student administration, diary management, division meetings and events
Amount and kind of supervision received	Minimal
Amount and kind of supervision exercised	Supervision of vendors
Decisions which can be made	Planning of day to day administrative tasks
Decisions which must be referred	Financial decisions, HR decisions

### CONTACTS AND RELATIONSHIPS

Internal to UCT	Students, academic staff, PASS staff in other divisions, departments, faculties
External to UCT	Examiners, vendors, service providers, PGWC support staff, PGWC clinical staff