**NOTES**
- Forms must be downloaded from the UCT website: [http://forms.uct.ac.za/forms.htm](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**

<table>
<thead>
<tr>
<th>Position title</th>
<th>Administrative Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title (HR Practitioner to provide)</td>
<td>PC 7</td>
</tr>
<tr>
<td>Position grade (if known)</td>
<td>Date last graded (if known)</td>
</tr>
<tr>
<td>Academic faculty / PASS department</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Academic department / PASS unit</td>
<td>Public Health &amp; Family Medicine</td>
</tr>
<tr>
<td>Division / section</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Date of compilation</td>
<td></td>
</tr>
</tbody>
</table>

**ORGANOGRAM**

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

- **HOD**
  - Prof Landon Myer

- **Head – Division of Environmental Health**
  - Professor Hanna-Andrea Rother

- **Administrative Assistant**
  - PC7

**PURPOSE**

The main purpose of this position is to provide efficient and effective administrative support to the Division of Environmental Health including all postgraduate teaching programmes and student thesis supervision.
## CONTENT

<table>
<thead>
<tr>
<th>Key performance areas</th>
<th>% of time spent</th>
<th>Inputs (Responsibilities / activities / processes/ methods used)</th>
<th>Outputs (Expected results)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.g.</td>
<td></td>
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</tr>
<tr>
<td>General and office administration</td>
<td>25%</td>
<td>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</td>
<td>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</td>
<td>Visitors are directed to appropriate staff member in a professional and efficient manner.</td>
</tr>
<tr>
<td>1 Programme Administration</td>
<td></td>
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</tbody>
</table>
| DPRM, Professional Masters in Chemical Risk Management, MPH EH Track courses and PhD | 5%            | • Respond to all telephonic and electronic enquiries regarding the programme, including course information, forms, admissions, available course choices, website | • Ensure enquiries are dealt with timeously  
• Liaison: administrator vs. convenor vs. faculty officer  
• Ensure information is up to date on excel databases |
| A1: Curriculum Management Student enquiries and advice |                 |                                                               |                             |
| A2: Admissions and Registrations | 20%            | • Receive applications from prospective students, ensure applications are complete, and inform applicants of the outcome  
• Register (assist / co-ordinate) the students with PG Office and IAPO  
• International students: Student / access cards, advise on accommodation and fees (refer appropriately) queries, general crisis support  
• Prepare class lists, receive / send mail, plan registration, arrange department/library/Vula orientation, advise re student cards, maintain student info sheet  
• Monitor and manage student bursaries on all programmes Book venues | • All relevant documentation received timeously from faculty and students informed  
• Student registered timeously with IAPO and Faculty  
• Ensure all bookings and access is organized before student arrival  
• Contact with various staff to affect these tasks timeously and accurately |
| A3: Databases, archiving and filing | 10%            | • Maintain student and programme databases | • Maintain excel/google spreadsheet databases on all current students  
Maintain excel/google docs/spreadsheets on all course materials |
<table>
<thead>
<tr>
<th><strong>B: Teaching Support</strong></th>
<th><strong>30%</strong></th>
<th><strong>C: Support General Admin</strong></th>
<th><strong>10%</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Update lecture / student notes, course programme and presentations on request</td>
<td>General secretarial support to the Division Head and course convenors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Load course and lecture notes onto VULA/Teams on request from academics. Maintain other admin aspects of VULA/TEAMS</td>
<td>Ordering of supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrange teaching venues and equipment bookings and ensure setup; refer any equipment failure timeously to responsible people</td>
<td>Regular meetings with line manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set up all online courses</td>
<td>Set up regular Division meetings, develop draft agendas and produce minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handle general admin and queries, e.g. arrange (or if necessary, personally carry out) photocopying of lecture &amp; student notes</td>
<td>Update brochure, departmental application form and advert</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assist with accommodation for visiting lecturers.</td>
<td>Organize meeting venues, visitor parking, refreshments, photocopying</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Process and follow-up payment of lecturers</td>
<td>Process P-Card payments</td>
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</tr>
<tr>
<td>Contact and remind lecturers and supervisors of commitments. Load lectures on and take off of VULA; assist lectures on VULA</td>
<td>Process external lecturers and examiners forms and payments; follow up until received by the lecturer or examiner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain student assessments and marks databases; send marks regularly to students and maintain gradebook</td>
<td>As soon as request is received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitor student’s participation on VULA/Teams/Zoom and highlight low participation</td>
<td>Daily maintenance of Division calendar and head’s calendar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bursaries and basic financial management</td>
<td>Process P-card payments within 7 days of purchase</td>
<td></td>
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</tr>
<tr>
<td>Set up lecture evaluations via VULA or google forms and circulate feedback to lecturer and convener</td>
<td>Organize monthly division meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effect as soon as request received</td>
<td>Bookings to be done well in advance; follow up with relevant staff re equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure list is given to the library and bookshops well in advance</td>
<td>Daily and weekly support to lecturers and students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep a daily diary of assignments and quizzes to remind lecturers and for posting</td>
<td>Post assignments, quizzes, exams in a timely fashion on Vula/Teams</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set up meetings with students and lectures via Teams/Zoom/etc.</td>
<td>Regular distribution of grades to students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily and weekly support to lecturers and students</td>
<td>Regular maintenance of databases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timely provision of materials and information for lecturers</td>
<td>Weekly monitoring of student participation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular posting of evaluations and sending evaluations to lecturers.</td>
<td>Monthly maintenance of databases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily and weekly support to lecturers and students</td>
<td>Weekly monitoring of student participation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timely provision of materials and information for lecturers</td>
<td>Timely posting and sending evaluations to lecturers.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| D: Marks Processing | 10% | - Collate and capture student marks relating to forum participation, tests and assignments, and capture onto Excel and VULA  
- Collect marks from lecturers  
- Ensure that HOD signs off marks and process onto PeopleSoft  
- Assist students with queries in regard to marks and graduation  
- As soon as request is received  
- Collect marks at the end of each module within each course |

| 2 | Divisional Teaching Support | 2% | - To liaise with, monitor and complete relevant forms for all divisional masters and PhD students.  
- Set up quarterly meetings with MPH EH track students  
- Set up venues for EH Journal Club  
- Maintain student data bases and records  
- Assist students with relevant degree forms  
- Assist Head of Division with monitoring and processing student forms  
- Liaise with all divisional PG supervisors  
- Communicate with divisional PG students.  
- Regular setting up meetings and venues booking |

| 2 | A: Postgraduate (PG) Teaching Support | 2% | - To support divisional staff with Environmental Health teaching modules  
- Source reference materials  
- Liaise with staff  
- Develop relevant data bases  
- Source relevant UCT forms and complete where relevant  
- Process forms  
- Timely responses to staff requests  
- Timely sourcing of materials  
- Regularly maintaining of information in databases |

| 2 | B: Divisional Curriculum Support | 2% | - To support divisional staff with Environmental Health teaching modules  
- Source reference materials  
- Liaise with staff  
- Develop relevant data bases  
- Source relevant UCT forms and complete where relevant  
- Process forms  
- Timely responses to staff requests  
- Timely sourcing of materials  
- Regularly maintaining of information in databases |

| 3 | Divisional Admin Support | 5% | - Maintaining filing system,  
- Ordering of books, stationery and equipment  
- Typing of correspondence, and reports  
- Typing of agenda, minute taking, typing and distribution of minutes, pertaining to the division  
- Organize meetings, workshops and request venues  
- Efficient and accurate management of these activities  
- Timely communications as per the request of the Head of Division  
- Efficient support to Head of Division  
- Regular website updating |

| 3 | A: Day-to-day Divisional Admin Support to Head of Division | 5% | - Liaising with counterparts in other divisions/ Faculty/Departments/ and external stakeholders  
- Meetings with Head of Division to ensure follow-up on divisional matters, i.e. website updates, maintain staff lists of divisions  
- Co-ordinate specific divisional activities not related to a specific academic programme  
- Efficient support to Head of Division  
- Regular website updating |

| 3 | B: Communication (Internal and External) | 2% | - Efficient support to Head of Division  
- Regular website updating |

| 3 | C: Admin Support for Divisional activities | 2% | - Efficient support to Head of Division  
- Regular website updating |

| 3 | D: Human Resources | 2% | - Efficient support to Head of Division  
- Regular website updating |

| 3 | - Arrange for all staff payments divisional staff  
- Appointments and reimbursement for all divisional staff including honorary staff  
- Implementation of HR policies |
MINIMUM REQUIREMENTS

Minimum qualifications
Grade 12 (or NQF 4 equivalent)

Minimum experience (type and years)
• 2-3 years academic programme administrative experience in a tertiary institution
• Demonstrate high level proficiency to use software such as PeopleSoft, MS Teams, google docs, Microsoft Suite; a high level of proficiency in Excel, Word programs are essential
• Evidence of good written and spoken English
• Ability to problem solve and use initiative
• Planning and organizing skills
• Evidence of excellent organizational skills
• Evidence of meticulous attention to detail

The following will be advantageous:
• Experience with postgraduate academic administration
• Experience administering distance learning programmes
• Sound knowledge of Vula
• Demonstrate knowledge of UCT policies and procedures
• A relevant tertiary diploma / qualification

Skills
Communication (Verbal and Written)
Work Standards
Client Services Orientation
Building Interpersonal Relationships
Computer (Word, Excel, google docs, Teams, PeopleSoft)
Planning and Organizing
Attention to detail

Knowledge
Administrative knowledge and skills
UCT Policies and Procedures
Computer skills

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.’)

Competencies
(Refer to UCT Competency Framework)

<table>
<thead>
<tr>
<th>Competence</th>
<th>Level</th>
<th>Competence</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications (Verbal and Written)</td>
<td>1</td>
<td>Planning and organizing</td>
<td>1</td>
</tr>
<tr>
<td>Teamwork &amp; collaboration</td>
<td>1</td>
<td>Building Interpersonal Relationships</td>
<td>1</td>
</tr>
<tr>
<td>Quality commitment</td>
<td>1</td>
<td>Professional knowledge &amp; Skills</td>
<td>1</td>
</tr>
<tr>
<td>Client/student services &amp; Support</td>
<td>1</td>
<td>Work management &amp; standards</td>
<td>1</td>
</tr>
<tr>
<td>Problem solving</td>
<td>1</td>
<td>University awareness</td>
<td>1</td>
</tr>
<tr>
<td>Follow-up</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SCOPE OF RESPONSIBILITY

Functions responsible for
All administrative support required for the Division of Environmental Health

Amount and kind of supervision received
Daily (when needed and through online management platforms such as Basecamp), weekly meetings (when needed)

Amount and kind of supervision exercised

Decisions which can be made
Linked to UCT processes for Division and student management