

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

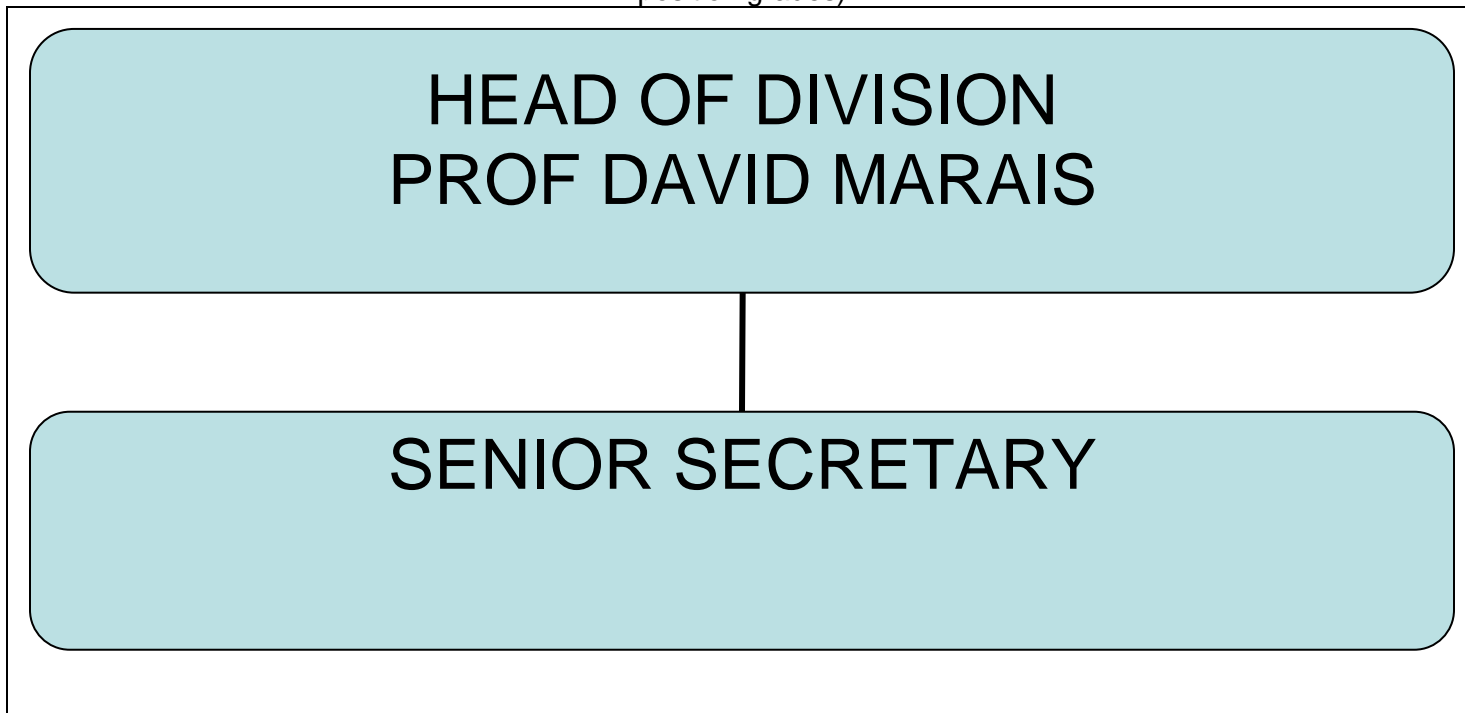
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	SENIOR SECRETARY		
Job title (HR Practitioner to provide)	SENIOR SECRETARY		
Position grade (if known)	6	Date last graded (if known)	
Academic faculty / PASS department	HEALTH SCIENCES		
Academic department / PASS unit	DEPARTMENT OF PATHOLOGY		
Division / section	CHEMICAL PATHOLOGY		
Date of compilation	APRIL 2018		

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 secretarial support to the Head of the Division and other members of the academic, research and/or clinical staff including the university function of joint staff between the university and the National Health Laboratory Service.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.
1	1) HR ADMIN	20	<p>Permanent:</p> <ul style="list-style-type: none"> • Liaison person between staff and Pathology Department Directorate • Liaison person between staff including joint members of staff and liaising between the various Human Resources establishments • Maintain leave records • Assist HODiv in administering annual Performance reviews <p>Contract Staff:</p> <ul style="list-style-type: none"> • Liaise with the Human Resources Office regarding appointment requirements (new contracts, renewing of contracts and termination of contracts) • Complete relevant forms and monitor the application until it is completed. <p>Staff Directory Manager:</p> <ul style="list-style-type: none"> • Manage and maintain staff and student telephone and contact database • Manage and keep the Divisional Faculty Prospectus or “Red Book” information updated <p>Staff Directory Manager:</p> <ul style="list-style-type: none"> • Manage and maintain staff and student telephone and contact database 	<p>Divisional staff are informed of all HR issues</p> <p>HR deadlines are met for renewal of contracts and performance assessments.</p> <p>New appointments are facilitated timeously</p> <p>Directory updated so that staff members are easily contactable.</p>

2	2) SECRETARIAL	20	<ul style="list-style-type: none"> • Daily reminder to Head of his activities (especially with respect to upcoming deadlines) • Arrange regular and ad hoc meetings, appointments • Arrange catering/equipment for meetings • Type and prepare manuscript, documents, tables for a variety of UCT, Faculty and scientific meetings (MS Office – mainly Word, Powerpoint and Excel) • Distribution of documents related to the activities in the division • Assist the Division in running conferences • Facilitate flight, hotel and car hire bookings • Complete forms for leave and finances • Liaise with graphic design or production people and assist with the preparation of Divisional material, websites, posters etc. • Assist in the preparation and formatting and submission of manuscripts for publication • Maintain liaison with collaborative departments in the faculty or beyond. • Contact person for courier and other samples: reception, recording and dispatch to appropriate person for storage • Divisional staff meetings) • Maintain and organise stationery and other office supplies for the HODiv and Division in general • Read and carry out any electronic instructions from HODiv • Read incoming mail, deal with any issues and forward the correspondence as instructed • Follow-up on outstanding issues • Maintain journal library as necessary • Maintain and catalogue text book library for postgraduate and staff use • Liaise with ITS re computer problems • Liaise with technicians if there is a problem with photocopier or fax machine • Assume responsibility for the mail system in place in the Division including facsimile and electronic mail. 	Efficient assistance to Head of Division will enable the division to be run smoothly and competently.
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2	2) SECRETARIAL cont.		<ul style="list-style-type: none"> • Take minutes of various Divisional and/or Departmental meetings (e.g. • Maintain and organise stationery and other office supplies for the HODiv and Division in general • Read and carry out any electronic instructions from HODiv • Read incoming mail, deal with any issues and forward the correspondence as instructed 	
3	3) FINANCE ADMIN	10	<ul style="list-style-type: none"> • Monitor and control Divisional petty cash. • • Assist with drafting the divisional budget by providing the HOD with regular fund reports • Complete necessary forms for the opening/closing of funds • Assist in PO requisition, processing and follow-up • 	
4	4) RESEARCH ADMIN	25	<ul style="list-style-type: none"> • Collect stats and information, prepare for Annual reports, Strategic reports etc. (e.g. Divisional contributions to UCT and Faculty Annual Report) • Collect information, prepare and dispatch divisional publications to Clinical and Laboratory Sciences directorate for the UCT Publication count, Faculty Postgraduate count etc. • Capture research publication information into IRMA system. 	<p>Accurate recording of stats and information for annual reporting.</p> <p>Research publication subsidies are awarded accurately.</p>

5	5) TEACHING ADMIN	25	<p><i>Undergraduates:</i></p> <ul style="list-style-type: none"> • Assist course convenors with preparation and distribution of student materials as required, in liaison CLS Directorate • Assist Divisional teaching staff with administration of students as necessary (including maintaining records of marks etc) • Undertake marks capturing during exam time • Assist in typing of exam papers/questions <p><i>Postgraduates:</i></p> <ul style="list-style-type: none"> • Assist convenor of the Honours program with all student administration as required • Assist with the completion of the necessary Funding and Registration forms • Assist with the completion of funding application forms • Liaise with Research Office re queries relating to grant 	<p>Efficiency in exam process Accuracy with marks capturing</p> <p>Deadlines are met for student registration and funding applications.</p> <p>Efficient management of research grants</p>
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MINIMUM REQUIREMENTS

Minimum qualifications	Matric			
Minimum experience (type and years)	3 yrs			
Skills				
Knowledge				
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)	Competence	Level I	Competence	Level I

SCOPE OF RESPONSIBILITY

Functions responsible for	Administration
Amount and kind of supervision received	Day to day
Amount and kind of supervision exercised	N/A
Decisions which can be made	N/A
Decisions which must be referred	