



## NOTES

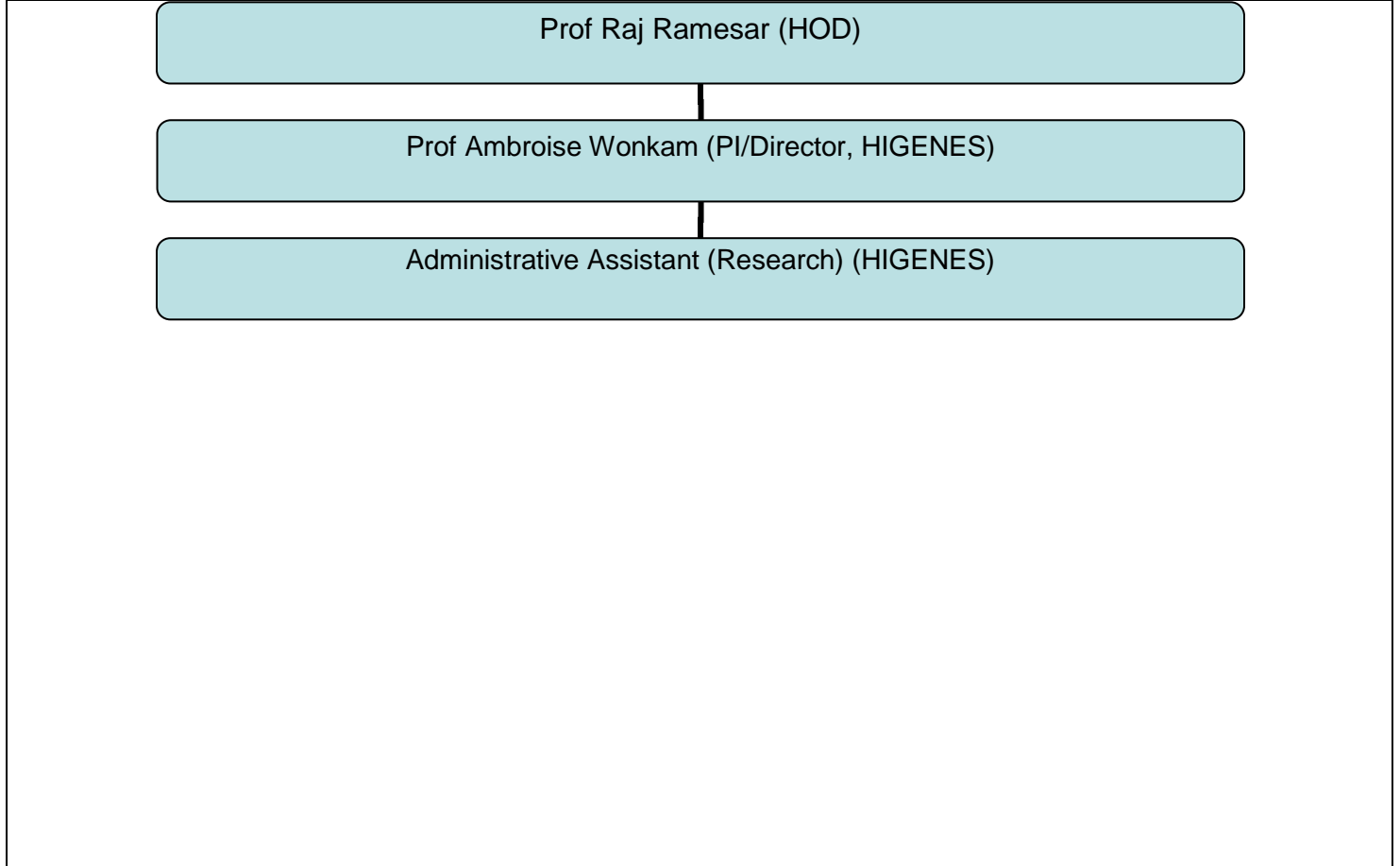
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	Administrative Assistance (Research)		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC 7	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Department of Pathology		
Division / section	Division of Human Genetics – HIGENES		
Date of compilation	12/September/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 for the administrative management of the HIGENEs grant and assist with other grants within the Division of Human Genetics. The person will manage the expenses, including procurement card payments and clearances, payments to all the subcontracts in different countries, and relevant payments for courses and events. He/she will monitor the budgets of the GeneMAP projects and the subcontracts, and ensure expenses are in line with the research projects under the grant. The administrator will help with the logistical organisation of events for the project and other administrative duties such as filing, maintaining databases of personnel and students, and maintaining timesheets.

**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	Purchasing, payments and procurement	20	<ul style="list-style-type: none"> <li>• Submitting and tracking of purchase orders for payment</li> <li>• Procurement card payments and clearances</li> <li>• Tracking payments to subcontract partners</li> </ul>	<ul style="list-style-type: none"> <li>• Payment deadlines met</li> <li>• Payments tracked</li> <li>• Funds opened/closed</li> </ul>
2	Financial Administration and monitoring of budgets	45	<ul style="list-style-type: none"> <li>• Help PI to manage budget of project</li> <li>• Collection and consolidation of income, expenses and balances of funds data</li> <li>• Monitoring expenses and balances for the grant and subcontract partners</li> <li>• Collate information for annual reports to the funders</li> <li>• Clearing of one credit card</li> <li>• Managing of petty cash</li> </ul>	<ul style="list-style-type: none"> <li>• Accounts reconciled according to procedure and timelines</li> <li>• Financial reports submitted</li> </ul>
3	Human resources -staff and students	10	<ul style="list-style-type: none"> <li>• Support for completion of HR documents for new staff</li> <li>• Arranging of staff payments and assisting with staff queries</li> <li>• Assist with S&amp;T for staff and students</li> <li>• Maintain timesheets for staff</li> </ul>	<ul style="list-style-type: none"> <li>• Updating and maintaining staff /student records</li> <li>• Staff contracts arranged</li> <li>• Timesheets maintained</li> </ul>
4	Event organization	15	<ul style="list-style-type: none"> <li>• Organize and coordinate logistical aspects related to workshops, meetings and conferences, local and international</li> <li>• Organise travel for key participants</li> <li>• Process payments for travel &amp; logistics</li> </ul>	<ul style="list-style-type: none"> <li>• Workshop /meeting plan drafted</li> <li>• Event logistics organised</li> <li>• Follow up on logistics and on-site management of these</li> </ul>
5	General administration	10	<ul style="list-style-type: none"> <li>• Provide general administrative support to PI</li> <li>• Photocopying and scanning of documentation</li> <li>• Maintaining a filing system and databases of staff and students</li> <li>• Read and carry out any electronic instructions from PI</li> </ul>	<ul style="list-style-type: none"> <li>• Organised filing system in place</li> <li>• Databases accurate and up to date</li> </ul>

**MINIMUM REQUIREMENTS**

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Minimum qualifications	Grade 12 plus Secretarial Diploma, Office Administration Diploma or equivalent				
Minimum experience (type and years)	At least 2 years experience as an administrative assistant, evidence of training or experience in Finance/Accounting				
Skills	<ul style="list-style-type: none"> <li>• Managing budgets and expenses</li> <li>• Good written and verbal communication skills</li> <li>• Computer Skills essential:                             <ul style="list-style-type: none"> <li>○ MS Word</li> <li>○ Ms Excel</li> <li>○ Email</li> </ul> </li> </ul>				
Knowledge	Using Excel for budget and expense management				
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'.)	Honesty to handle cash or finances				
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence		Level	Competence	Level
	Problem solving		1	Follow up	1
	Communication		1	Research support skills	1
	Planning and organizing		1	Written communication	1
	Adaptability/ flexibility		1		

**SCOPE OF RESPONSIBILITY**

Functions responsible for	Managing budgets and expenses, Organizing events, maintaining files/databases
Amount and kind of supervision received	Work with IDM finance on payments and procurement, supervision from PI
Amount and kind of supervision exercised	TBD based on candidate
Decisions which can be made	TBD based on candidate
Decisions which must be referred	TBD based on candidate