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	Senior Manager: Postgraduate Centre and Funding Office		
Job title (HR Practitioner to provide)			
Position grade (if known)	12	Date last graded (if known)	Jul-Oct 2018
Academic faculty / PASS department	Research Office		
Academic department / PASS unit	Postgraduate Centre and Funding Office		
Division / section			
Date of compilation	Nov 15, 2018		

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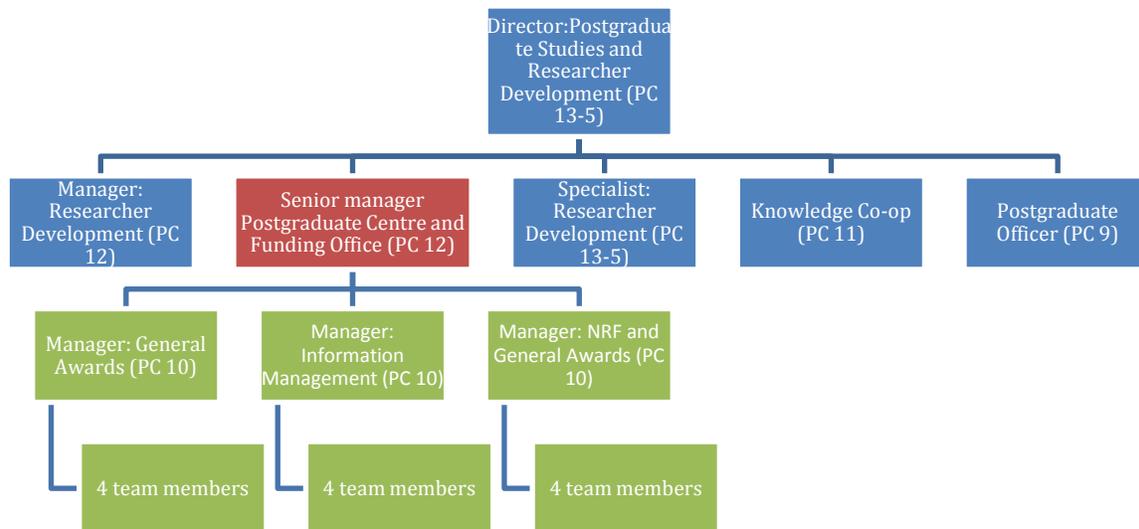
PURPOSE

The main purpose of this position is to strategically manage the complete spectrum of funding available to postgraduate students and postdoctoral research fellows at the University of Cape Town. Through management of the Postgraduate Centre and Funding Office, the incumbent is responsible for the effective promotion, management and disbursement of funding as per UCT policies and procedures, and contributing to the postgraduate experience for supervisors and students. The incumbent interacts across key departments at UCT, including IT and systems support, research office, student admissions, student housing, international office, undergraduate funding, development office, communication and marketing, while optimal relations are fostered with external partners, including donors, funders and government. This includes the National Research Foundation, for which the incumbent is UCT's front-face regarding funding for graduates (postgraduate students and postdoctoral fellows).

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 their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Strategic leadership in managing postgraduate and postdoctoral funding	50%	Being responsible for all funding opportunities for postgraduate students and postdoctoral fellows. This includes: • Developing fair and implementable funding policies, for sign-off by the relevant committees. • Working closely with the Director to pursue funding from donors and funders. • Receiving, assessing and implementing ongoing and new calls from donors and funders. • Providing official service/ secretariat support to the Postgraduate Studies Funding Committee (PSFC) and its sub-committees with regard to the allocation of funds to postgraduate students. • Providing official service/ secretariat support to the URC sub-committee responsible for the funding of the postdoctoral sector. • Making recommendations to the Appeals sub-committee for the consideration of all appeals submitted by postgraduate students and postdoctoral fellows. • Ensuring the smooth administration of all aspects of postdoctoral research funding administration. • Seeking, advertising and actively promoting funding opportunities for postgraduate students and postdoctoral researchers. • Advising or assisting the academic sector with compilation of terms of reference for new awards. **Business processes, workflows and systems:** • Keeping abreast of, and interpreting ever-changing policies, regulations and procedures driving changes to the postgraduate and postdoctoral funding sector.	Smooth pre-and post-award administration: Publicising of scholarship/award programmes, call for applications, application management, compilation and distribution of agendas, arranging and supporting the selection processes and the administration of successful and unsuccessful applications; processing of appeals. • Funding proposals to donors and external funders are developed in synergy with initiatives from the Director or the Executive Director and are aligned with institutional strategy. • New scholarship and fellowship programmes are designed that provide optimal support and facilitate recruitment of students. • Effective disbursement of funds through relevant funding committees. • Efficient servicing of committees. • Maximization of UCT's postgraduate and postdoctoral funding from national and international funders and donors through the timeous submission of applications to funders. • To help postgraduate students and postdoctoral fellows to access appropriate funding opportunities. • Remain informed about current and forthcoming research funding

			• Making recommendations to the relevant committees for any necessary policy changes and/or interventions. • Developing and implementing optimal workflows and operational processes for managing funding available for the postgraduate and postdoctoral sectors. • Working closely with relevant systems and IT managers to ensure business processes supporting the activities of the office are adequately supported by the systems.	opportunities that UCT can strategically use to meet its research funding requirements. • Optimal functioning of the Postgraduate Centre and Funding Office, together with associated business processes and workflows servicing the postgraduate lifecycle (from application through to graduation).
2	Stakeholder relationship management and donor stewardship	25%	• Providing funding advice to postgraduate students and postdoctoral fellows, and dealing with financial issues involving postgraduate student progress, appeals, and individual and group complaints that are not under Faculty-control. • Providing information sessions and assistance to funding applicants in completing the process (such as NRF information sessions and Rhodes-Mandela scholar requirements). • Ensuring excellent communication between office staff and all stakeholders. • Establishing and strengthening relationships with external stakeholders, such as the National Research Foundation, relevant government departments, and major donors. • In collaboration with the Director and Executive Director, working with the Development and Alumni Department, to pursue potential new sources of funding. • Interacting across the stakeholder matrix within UCT regarding pertinent policy issues that impact on postgraduate and postdoctoral funding. This includes: senior management, academic and professional staff supporting postgraduate funding in the Faculties, Faculty Postgraduate Funding Committees, SRC, Systems and ICTS, Undergraduate Funding Office, Admissions Office, Student Housing, Development and Alumni Department, Research Office, Central Research Finance, Research Contracts and IP Services; etc. • Building and maintaining relationships with postgraduate funding offices at other universities. • Representing the University at relevant higher education national forums.	• Ensuring a seamless approach for postgraduate students and postdoctoral researchers accessing funding opportunities. • Optimal relationships with internal stakeholders. • Optimal relations with funders and donors on behalf of UCT in order to solve problems and access information; this includes speedy and amicable resolution of difficult problems. • Sharing best practices on postgraduate funding with external stakeholders. • Establishing appropriate structures to manage student queries relating to funding issues, e.g. through the front-desk support.

			• Serving as an assessor member on university-wide committees, and raising awareness of postgraduate and postdoctoral funding-related matters at such committees. This for example includes: Board for Graduate Studies (BfGS); Undergraduate Studies Funding Committee; Faculty Academic Administration Committee.	
3	Resource management	20%	**People:** • Leading and motivating a team of permanent staff, interns as well as ad hoc staff and consultants. • Managing the performance of staff in accordance with the university's performance appraisal process. This includes discussing and agreeing job objectives with each staff member in the team, and discussing and providing staff development opportunities (e.g. staff training, acting opportunities, succession planning). • Ensuring vacancies are filled in line with HR practice. • Managing the distribution of work of staff to ensure they meet the office's objectives and their stakeholders' needs. • Developing an organisational culture within the team. **Infrastructure:** • Maintaining a conducive on-site study and meeting space for postgraduate students and postdoctoral fellows. Ensuring the Postgraduate Centre is well-maintained and equipped and is optimally used.	• Fully functional and effective staff that are committed, trained and motivated to implement the business processes of the office, and the goals of the university with respect to supporting postgraduate students and postdoctoral fellows. • Staff and individual meetings regularly held. • HR performance management completed according to UCT's performance cycle. • Efficient and effective use of available resources. • The Postgraduate Centre provides an accessible, safe and quiet space for study and research for master's and doctoral students.

			Finance:
			
			• Together with the Departmental Finance Manager:
			    o Managing budgets and ensuring effective financial control of annual postgraduate scholarship/bursary and postdoctoral fellowship disbursements, and expenditure.
			    o Managing the annual budgeting process for the various Postgraduate Funding Committees.
			
			• Ensuring UCT's external reporting obligations are met.
			
			• Reporting on activities of the Postgraduate Centre and Funding Office for input into research reports or to funders.
				• Efficient and optimal management of budgets.
				
				• Budgets, forecasts and reports prepared and submitted in line with UCT reporting requirements.
				
				• Timeous submission of reports to funders, donors, and government departments, in line with reporting protocols.
				
				• "Balance of payment" efficiently concluded in mid-year.
				
				• Optimal relationship with the Departmental Finance Manager.

| 4 | Communication and marketing | 5% | • Working closely with the 'Global Strategy and Visibility' team in the Research Office to ensure the following:

   o Quality information and services consistently provided to students and postdoctoral fellows, through various communication channels, including an updated and informative website.

   o Postgraduate and postdoctoral-related events are conceptualised and delivered, including presentation of opportunities offered by major funders and donors.

   o Production of the annual graduate funding booklet and other publications, as well as providing input into university-wide publications.

   o Marketing of notable funding outcomes and achievements. | • Students are timeously informed of available funding opportunities.

• The Centre hosts of out-of-department seminars and workshops by students, postdocs and academic departments.

• Optimal relationship with the communications team (called 'Global Strategy and Visibility') in the Research Office.

• Innovative and maximal advertising of available scholarships and bursaries, postgraduate positions (internal and external). |

Minimum qualifications	Honours degree or Bachelors + relevant Postgraduate Diploma (at NQF level 7)
Minimum experience (type and years)	• At least 8 years **relevant senior management** experience in a university higher education environment or science council or funding agency; • A demonstrable ability to manage business processes, workflows and systems in a demanding environment; • A demonstrable ability to contribute to the postgraduate and postdoctoral enterprise through skilled relationship building; • The ability to interpret and implement legislation, regulations, policies and guidelines decisively; • An ability to interact with individuals from a wide range of professional and non-professional backgrounds, including internal (to UCT) and external clients; • A commitment to the provision of excellent service to all stakeholders focused on students, while operating in a cross-cultural environment; • Appropriate financial experience; • Ability to work under pressure and according to externally-driven deadlines; • A team player with demonstrable leadership, influencing and negotiation skills; and • A proven communicator, demonstrating excellent oral and written communication and presentation skills.
Skills	Administration management; leadership; client service; relationship management; financial oversight; Verbal and written communication; Comprehension and implementation skills (of legislation, regulations, policies and guidelines.
Knowledge	Higher education landscape, particularly with respect to postgraduate funding
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'.)	

Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking/problem solving	4	Building interpersonal relationships	4
	Client/student service and support	4	Communication	4
	Planning and organizing / administration management (including resource management)	4	People management (including performance management and development)	4
	University awareness	4	Building partnerships	4
	Facilitating change	4	Strategic leadership (including Individual leadership)	4
	Financial oversight	3		

SCOPE OF RESPONSIBILITY

Functions responsible for	Management of funding for postgraduate students and postdoctoral fellows, and provision of ring-fenced infrastructure to provide a conducive on-site meeting and study space for the above.
Amount and kind of supervision received	Limited guidance regarding stakeholder relations or development of new policies from the director. Management of team and the full extent of funding administration should be carried out independently and be in keeping with UCT's structures, policies and processes.
Amount and kind of supervision exercised	Very close and extensive supervision of PGFO team is required.
Decisions which can be made	All decisions about postgraduate and postdoctoral funding placed under remit of the office must be made independently if within the framework of UCT's established structures, policies and processes.

Decisions which must be referred	Choice of potential new funders to be approached must be approved by director or ED; financial decisions must be made in consultation with the Finance manager.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Postgraduate students; postdoctoral research fellows; faculty administration; academics; executive; PASS departments; committees; service departments
External to UCT	Potential postgraduate students and postdoctoral research fellows; donors; funders; government departments (including SARS); public (e.g. parents); partner higher education institutions