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 Officer		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC09	Date last graded (if known)	New post
Academic faculty / PASS department	Research Office		
Academic department / PASS unit	Postgraduate Funding Office		
Division / section	NRF and Departmental Awards		
Date of compilation	October 2020		

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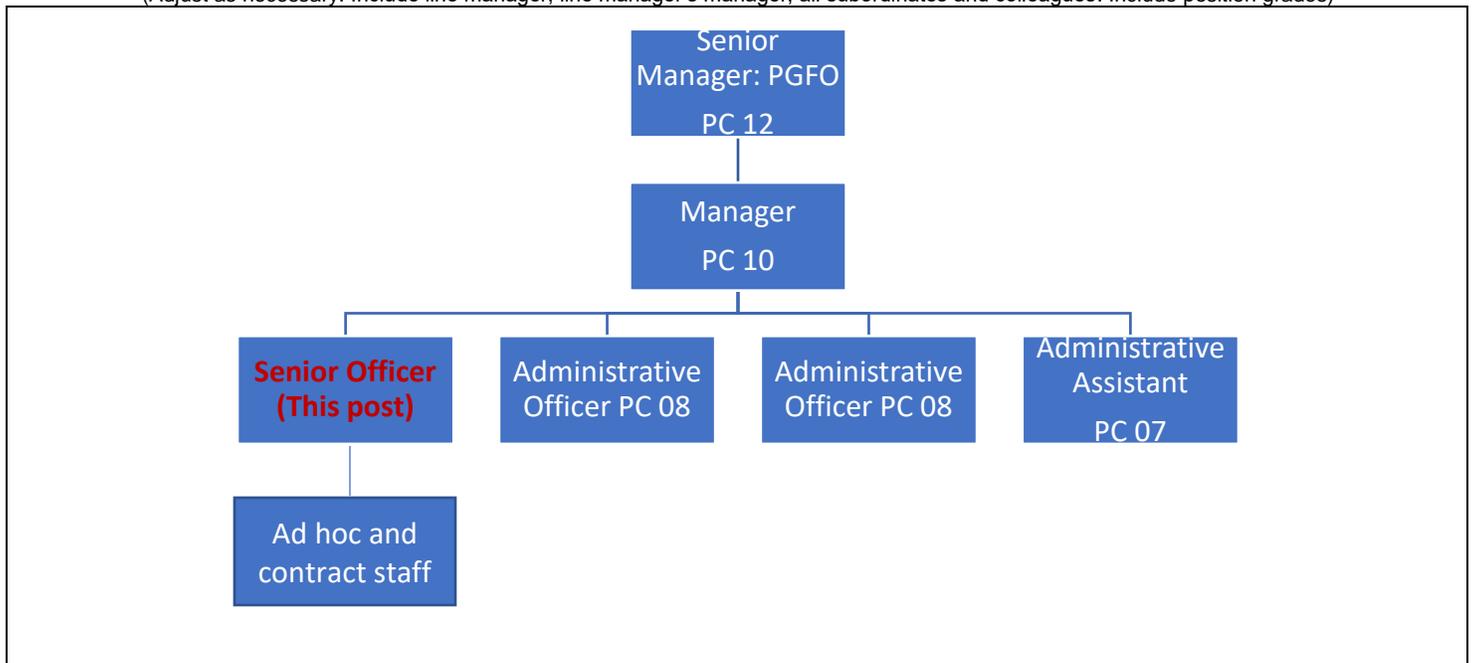
PURPOSE

The Postgraduate Funding Office (PGFO) is responsible for the management and administration of postgraduate and postdoctoral awards at the University of Cape Town (UCT). It also monitors the postgraduate and postdoctoral sectors and the development of policies and procedures for financial and other types of support.

The main purpose of this position is to contribute to the overall service provided by the Postgraduate Funding Office, with focus on the coordination of scholarship funding awarded to postgraduate students and postdoctoral fellows. Sources of funding include for example, the University of Cape Town, and external sources including donors and statutory councils such as the National Research Foundation (NRF) and Departmental awards (scholarship funding raised by individual academics).

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Postgraduate students and Postdoctoral fellows' awards administration	30	Responsible for high-level coordination of pre- and post-award of postgraduate and fellow scholarship **administration, selection, allocations and payments.** This includes: • **Producing** funding calls and circulating this to relevant stakeholders • Responsible for the **management of new conditions** by ensuring master data set up; advising the cluster unit of the guidelines in setting up new conditions for approval in conjunction with the various University Departments for approval by the Senior Manager/Director or DVC. This includes ensuring that conditions are approved and in place before processing payment to student. • **Managing** the process of appeals • **Responsible** for the processing of progress reports and renewal applications	• Accurate processing of applications and reports. • Correct data capturing. • Outcomes are processed within 24 hours of selection meetings.
2	Deputizing and supervision	10	• **Deputizing** in the absence of the manager • **Supervision of staff**, including ad hoc assistants • Contributing to the performance management system • Mentoring and supporting junior staff • Assisting with any other activities or tasks as required by the manager. • **Delegation** of various tasks to the Administrative Officer	• Assistants are trained, supported and coached to perform optimally. • Training and development opportunities identified for junior staff. • Assistance provided to the manager as required. • Tasks are executed as required.
3	Committee administration	5	• **Servicing officer** for Senate subcommittees or any other selection committees • **Finalizing the committee meeting documentation** for approval by manager. • **Responsible** for convening selection meetings • **Collating** outcomes of the selection meetings	• Efficient servicing of relevant committees. • Outcomes conveyed to applicants within a reasonable turn-around time. • Minutes of meetings, reports or documents requiring minimum changes • Timeous follow-up actions after meetings.

4	Financial administration and management / monitoring	20	• Regular **reconciliation and assessment** of funds • **Monitoring** expenditure on relevant cost centres in collaboration with Finance team. • Assist with the preparation and submission of budget requests for the Grant holder linked bursaries to Central Finance Office. • Monitoring and resolving error postings • Checking international students' refund queries with the Fees Office and International Academic Programmes Office (IAPO). • **Validating** the processing of payments and claims. • Resolving escalated queries relating to payments. • Full authority for the **disbursement** of funds to students. • Assisting with **claiming** of funds	• Accurate assistance is provided with student payments and refunds. • Efficient and effective financial administrative processes and systems
5	Support for online funding platforms and student administration systems	15	• Systems superuser and provision of training on systems where required • Resolving level 1 and 2 queries relating to funding and student administration platforms. • Trouble-shoot and resolve technical issues. • Empower students so that they can make more effective use of online systems or funding platforms. • Acquire and maintain knowledge of relevant systems in order to provide accurate solutions to students. • Keep up to date with technologies deployed and how it impacts service delivery. • Actively participate in projects and meetings that enhance the quality of the student system.	• Technical queries resolved in a timeous, accurate and courteous and empowering manner. • Unresolved technical issues are escalated. • Feedback is provided to the manager regarding common system problems.
6	Reporting	20	• Finalizing the preparation and submission of funder reports • Submission of ad hoc reports to line management • Preparation of quarterly and year end Donor financial statements in line with the Donor requirements • Ensuring processes are in place for refunds to donors	• Accurate funder reports are produced as requested to eliminate deficits and incorrect posting of transactions • Providing line management with explanation on anomalies and significant variances
7	Teamwork and transformation	Overarching value	• Ensure good communication with colleagues and stakeholders.	• There is good communication with colleagues and stakeholders.

				• Adhere to all policies and procedures that form part of your conditions of service. • Anticipate change and proactively seek to build on opportunities for change. • Attend training identified by your line manager. • Keep other team members informed of relevant issues in a timely manner. • Contribute to team spirit. • Attend all team and office meetings. • Contribute to the transformation goals of the office.	• All policies and procedures are adhered too. • Change is anticipated and opportunities for change have been sought out and built on. • Training has been attended. • Team members are kept informed of relevant issues in timely manner. • Team spirit is contributed towards. • All team meetings have been attended.

MINIMUM REQUIREMENTS

Minimum qualifications	An NQF 6 qualification
Minimum experience (type and years)	4 years' relevant experience in a university student funding or research council environment
Skills	Excellent written and verbal communication skills Advanced level of computer literacy Commitment to customer service with a strong student-oriented and funder focus Excellent organizational and problem-solving skills and willingness to take initiative Excellent interpersonal and teamwork skills Experience with an online funding and/or student administration platform Organisational and planning skills Ability to multi-task and work to competing deadlines Attention to detail and ability to work under pressure
Knowledge	Student funding environment, including relevant policies and procedures
Professional registration or license requirements	None
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Maintain high level of confidentiality Honesty to manage cash or finances

Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Communication	2	Problem solving	2
	Client/student service and support	2	Quality commitment	2
	Professional knowledge and skill	2	Teamwork and collaboration	2
	University awareness	2	Planning and organization	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Postgraduate awards administration; committee administration; financial management and reporting; preparing funder reports; systems process management; teamwork and transformation
Amount and kind of supervision received	Supervised by unit manager
Amount and kind of supervision exercised	Supervision of Admin Officer, Admin assistant, student interns or ad hoc staff
Decisions which can be made	Limited to own job
Decisions which must be referred	Any escalated queries which cannot be resolved, and which requires manager's input or approval

CONTACTS AND RELATIONSHIPS

Internal to UCT	Students, academics, administrators, PGFO
External to UCT	Funders, donors, potential students, parents