



## NOTES

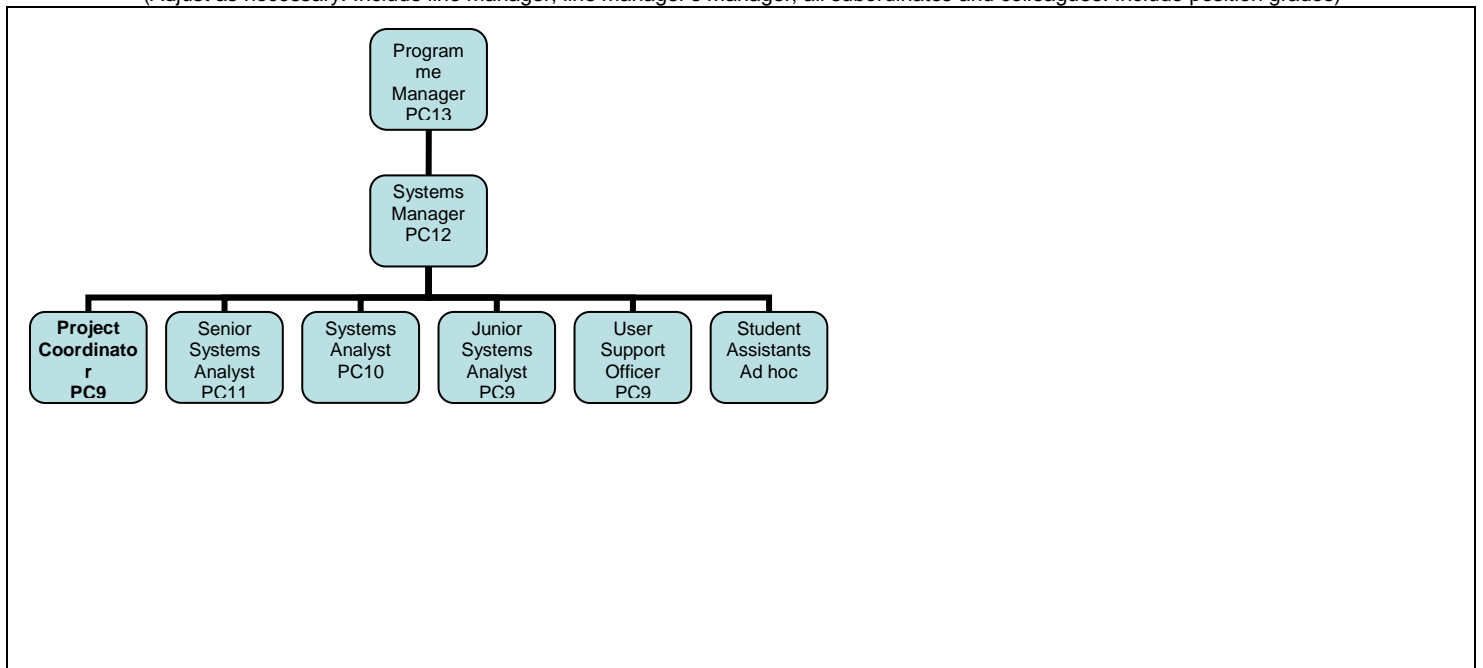
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	Project Coordinator		
Job title (HR Practitioner to provide)			
Position grade (if known)	9	Date last graded (if known)	
Academic faculty / PASS department	Research Office		
Academic department / PASS unit	electronic Research Administration (eRA) Programme		
Division / section			
Date of compilation	07/11/2017		

## 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 support the electronic Research Administration (eRA) Management team in coordinating the tasks on the eRA project plan, general office administration as well as the scheduling and servicing of project tasks and meetings. This includes working across a range of faculties, PASS departments and sections that support research i.e. Information and Communications Technology Services (ICTS), Research Office, Post-graduate Funding Office (PGFO), the International Academic Programmes Office (IAPO), Research Contracts and Innovation (RC&I) and eResearch as well as with external vendors i.e. Clarivate, EOH and AT-CRIS, and the NRF. The Project Coordinator will be responsible for the tracking and assigning of project tasks, following up on progress, contributing to project documentation as well as scheduling of focus group meetings, training courses and other project activities. The role will also be responsible for office administrative tasks such as the collation of time sheets, the tracking of invoices and timeous submissions of HR and finance requirements.

Note: In the remainder of this job description, the list of departments given above is called the "research related PASS departments".

**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	Project Coordination	50%	<ul style="list-style-type: none"> <li>• Assist the Programme and Systems Managers to log, follow-up on and track tasks assigned to project team members to ensure that they are prioritized appropriately and completed timeously.</li> <li>• At the request of the Systems Manager, plan and coordinate training sessions in liaison with the eRA Systems Analysts and the User Support Officer.</li> <li>• Develop and streamline processes to make the eRA project tasks succeed with maximum benefit to UCT.</li> <li>• Ensure that there is an accurate reflection of the eRA project progress at any point in time through the use of:               <ul style="list-style-type: none"> <li>○ established call and task tracking systems i.e. Team Services, ServiceNow, Vula and others</li> <li>○ reports from SAP Business Objects, UCT CRM, eRA system (Converis) as well as Converis Analytics.</li> </ul> </li> <li>• Ensure that all project documentation is completed and stored on the eRA shared Google Drive.</li> <li>• Ensure that there are templates available for all development requests, specifications, test packs, training manuals and other project materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Tasks are tracked against resources with accurate progress reports.</li> <li>• Training sessions are set up at appropriate times, at appropriate venues with appropriate attendees.</li> <li>• Established processes are followed correctly and new processes are developed and streamlined with the Systems Manager.</li> <li>• Regular and accurate reporting and status updates are available to stakeholders.</li> <li>• Relevant documentation with versioning is accessible by all appropriate eRA team members on the eRA Google Drive.</li> <li>• Templates are appropriately stored, designed and accessible to all relevant eRA team members.</li> </ul>

2	General and Office administration	20%	<ul style="list-style-type: none"> <li>• Manage issues, development requests and other items on ServiceNow, Team Services, Converis Customer Support Forum and the AT CRIS information desk.</li> <li>• Liaison with relevant internal and external stakeholders to plan, coordinate and service project committees, meetings, appointments and training sessions.</li> <li>• Assist in the creation of training materials and test packs.</li> <li>• Monitor and replenish office consumables and equipment, liaison with Research Office and Suppliers.</li> <li>• Assist the Programme and Systems Managers to plan and organise national and international travel arrangement for vendors as well as eRA team members. This includes liaising with vendors, preparing itineraries, planning travel and accommodation, requesting travel and subsistence, preparing supporting documentation.</li> <li>• At the request of the Programme or Systems Managers, assist in the preparation of documentation or reports required for the eRA Project Implementation Committee (PIC), Project Management Group (PMG), Change Control Board (CCB) and other eRA meetings or presentations.</li> <li>• Collect and collate the Paid on Claim timesheets and submit these timeously to the Research Office.</li> <li>• At the request of the Systems Manager, provide support for functions and processes necessary to the recruitment of student assistants and project team members, including the liaison with recruitment agencies.</li> <li>• Undertaking any other tasks as requested by the eRA Systems Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Issues are tracked and prioritized with active follow-ups to ensure that tasks are followed through timeously.</li> <li>• Meetings are arranged and serviced according to attendee availability and in appropriate venues. Documentation for these meetings is prepared and disseminated according to timelines set by eRA Management and/or UCT guidelines.</li> <li>• Training and test packs are developed on time and include the relevant information.</li> <li>• Office equipment and consumables are sourced swiftly and appropriately.</li> <li>• Travel arrangements are completed accurately and on time.</li> <li>• Documentation, reports and presentations are completed accurately and on time – including the dissemination to the members of the committees.</li> <li>• Timesheets are tracked and completed accurately and sent to the Research Office on or before the cut-off dates.</li> <li>• Ad-hoc and contract staff members are recruited timeously and according to UCT policies and procedures.</li> <li>• Ad hoc tasks requested by the Systems Manager are completed accurately and on time.</li> </ul>
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3	Resource Management: Budget	10%	<ul style="list-style-type: none"> <li>• Assist with preparing and monitoring the eRA Programme budget.</li> <li>• Liaise with Finance to ensure that the travel and subsistence component of all outgoing staff is completed in compliance with all UCT's financial processes and procedures.</li> <li>• Liaise with Finance to ensure that payments &amp; reimbursements are made.</li> <li>• Liaise with Finance to ensure that S&amp;Ts and foreign exchange is processed.</li> <li>• Assist with the visa application and related procedures, when requested.</li> <li>• Liaise with the Systems Manager to gather information and prepare the quarterly financial reports for approval by the Systems Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• The budget is monitored and up to date. Any irregularities are brought to the attention of the eRA Programme or Systems Managers immediately.</li> <li>• Travel and subsistence is processed according to UCT policies and procedures.</li> <li>• Payments and reimbursements are completed accurately and timeously according to UCT policies and procedures.</li> <li>• S&amp;Ts and foreign exchange are completed accurately and timeously according to UCT policies and procedures.</li> <li>• Visa and other applications are completed accurately and on time.</li> <li>• The quarterly financial reports are accurate and are submitted on time.</li> </ul>
4	Stakeholder relations management	10%	<ul style="list-style-type: none"> <li>• Consult with internal and external stakeholders about the progress and status of eRA requests.</li> <li>• Send out regular communications to stakeholders regarding prioritized requests and their status.</li> <li>• Represent the eRA at meeting with internal stakeholders and take notes/minutes and record action points from these meetings.</li> <li>• Liaison with the faculties and relevant departments about procedures for development requests.</li> <li>• Establish and maintain contact with administration offices of the eRA vendors.</li> <li>• Assist in maintaining positive relationships with relevant UCT faculties and departments (e.g. Research Office, ICTS, HR, Finance) and academic faculties/departments (e.g. Health Sciences, research units, etc.) in order to keep abreast of any new adoption issues, training requests or new requirements.</li> <li>• Support the nurturing of current relationships with internal and external stakeholders by assisting the eRA Management to meet with visiting vendors and arrange a suitable programme of activities for visitors.</li> </ul>	<ul style="list-style-type: none"> <li>• eRA requests are prioritized, tracked and completed on time.</li> <li>• Regular, accurate communications are sent out to all relevant stakeholders on time.</li> <li>• Attend and active participate in eRA meetings while taking notes or minutes while recording and following up on action points from these meetings.</li> <li>• Ensure that development requests are captured on the correct forms, completed accurately and signed by all relevant parties.</li> <li>• Regular contact is maintained with the eRA vendors to ensure effective communication between the eRA and the vendors.</li> <li>• Regular contact is established and/or maintained with the relevant UCT faculties and departments to ensure effective communication between the eRA and these faculties and departments.</li> <li>• Visiting vendors receive appropriate programmes of activity for the duration of their visit to UCT. The vendors are escorted to meetings, notes or minutes are taken at these meetings, action points are recorded, prioritised and followed up on until completion.</li> </ul>

5	Information Management	10%	<ul style="list-style-type: none"> <li>• Maintain current and relevant information the status of tasks on the project plan.</li> <li>• Prepare any narrative reports necessary, for approval by the Programme or Systems Managers, to internal or external stakeholders.</li> <li>• Identify areas where processes could be streamlined.</li> <li>• Update documentation received from vendors to ensure that they are accessible by all relevant eRA team members.</li> <li>• Create and maintain a library of project materials on the eRA team Google Drive.</li> <li>• Work closely with the Research Office Data Analyst in retrieving required university information required for reporting.</li> <li>• Contribute to making sure the eRA section of the Research Support website as well as the eRA Vula sites has relevant and current information about the eRA and training materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Quick and accurate data feedback</li> <li>• Narratives are prepared accurately and on time.</li> <li>• Processes are identified and optimised in liaison with the Systems Manager.</li> <li>• Vendor documentation is accurately stored, up-to-date and accessibly by eRA Project Team members on the eRA Google Drive.</li> <li>• Project materials are accurate, up-to-date and accessibly by eRA Project Team members on the eRA Google Drive.</li> <li>• Relevant data are accessed and appropriately represented and disseminated when required.</li> <li>• Check the web pages regularly and provide changes and relevant content when required.</li> </ul>
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### MINIMUM REQUIREMENTS

Minimum qualifications	An appropriate tertiary qualification with 5 – 7 years relevant experience.			
Minimum experience (type and years)	5 – 7 years' experience in project coordination within a similar environment Experience in higher education, research administration and/or systems experience advantageous			
Skills	Excellent written and verbal skills in English			
Knowledge	Planning and organising			
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'.)	Honesty to handle finances.			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Client / student service and support	3	Building interpersonal relationships	2
	Decision-making / judgement	2	University awareness	2
	Communication	2	Planning and organizing / work management	2
	Follow Up	2	Building partnerships	3

### SCOPE OF RESPONSIBILITY

Functions responsible for	Planning and organising eRA project tasks and resources
Amount and kind of supervision received	Minimal supervision but with regular meetings and/or written communications to eRA Management.
Amount and kind of supervision exercised	
Decisions which can be made	Following up on project tasks that have been allocated resources and prioritised.
Decisions which must be referred	Financial expenditure referred to eRA Management.

### CONTACTS AND RELATIONSHIPS

Internal to UCT	Research Office, ICTS, faculty staff, eRA focus group members.
External to UCT	Clarivate Project Manager, AT-CRIS vendor, NRF.