



NOTES

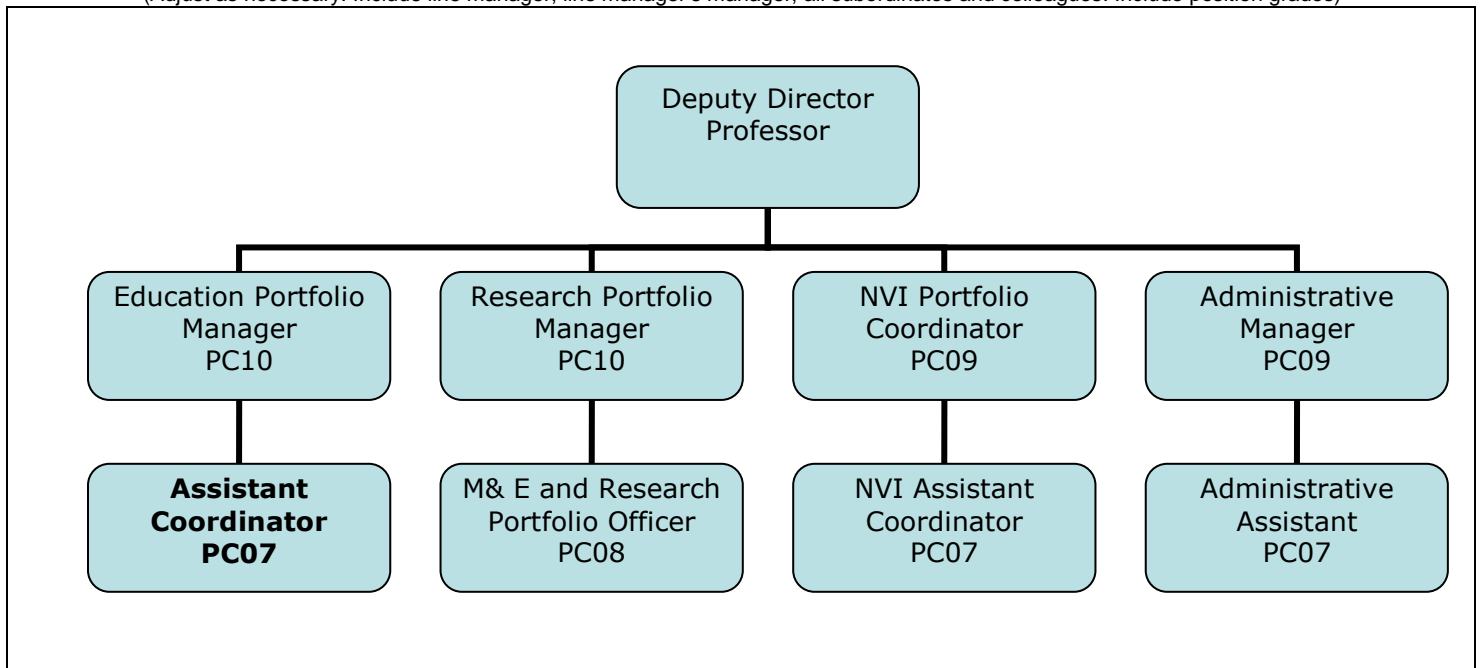
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Education Portfolio Assistant Coordinator		
Job title (HR Practitioner to provide)	Assistant Coordinator		
Position grade (if known)	PC07	Date last graded (if known)	
Academic faculty / PASS department	Science		
Academic department / PASS unit	African Climate and Development Initiative		
Division / section			
Date of compilation	14/05/2018		

ORGANOGRAM

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



PURPOSE

The main purpose of the Assistant Coordinator is to:

- Support the Education Portfolio Manager to monitor and coordinate ACDI's portfolio of higher education programs and short courses
- Support the coordination of existing projects and courses in the Education portfolio
- Support the development of new research, projects and courses in the Education portfolio
- Act as liaison for incoming visiting students, interns and academics

These activities are performed under the direction of the Education Portfolio Manager.

CONTENT

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1 Project coordination	40	<ul style="list-style-type: none"> • Assist in coordinating education projects, courses and programmes, such as international and local/regional student exchanges and internships, the MOOC (online course), and others as they arise • Assist in coordinating ACDI's Transformation Working Group (arranging meetings and taking minutes, communicating with members, monitoring activities) • Coordinate partner input into education project deliverables and courses • Act as liaison for assisting and welcoming visiting interns, students and academics • Coordinate project and course logistics such as the organization of meetings • Assist with preparation of website materials as necessary 	<p>Portfolio projects and activities achieve their intended outcomes. ACDI students, staff and other training beneficiaries are supported to develop their capacity and skills.</p> <p>Portfolio projects and activities are delivered on time and to budget, and support other ACDI activities.</p>
2 Reporting and M&E	20	<ul style="list-style-type: none"> • Gather data and information to monitor and evaluate student and fellowship programmes, internships and other education project outcomes • Maintain relevant databases with regards to portfolio resources, activities and output information, as well as physical and electronic libraries of portfolio outputs • Analyze gathered information to inform reports on the resources, activities and outputs of the education portfolio 	<p>Records of activities, outputs and outcomes are kept up to date.</p>
3 Fundraising and proposal development assistance	20	<ul style="list-style-type: none"> • Assist with organising workshops and meetings to identify and conceptualize new research topics and course concepts • Track funding opportunities and scan for new opportunities • Assist with the coordination of the proposal writing process, including gathering costing information, proofreading, references, gathering support documentation, and coordinating partner input. • Assist in the development of concepts / brochures for foundations and other funders • Support the Education Portfolio Manager in interactions with funders 	<p>Identification of potential funding / project opportunities.</p> <p>Research proposals successfully completed, submitted and tracked.</p> <p>The portfolio meets its fundraising goals.</p>
4 TCD Portfolio Coordination and Assistance	20	<ul style="list-style-type: none"> • Assist Principal Investigators / Project Managers in the Education Portfolio in ensuring project timelines are met and deliverables are produced • Implement research activities under supervision of researcher(s) or trainer(s), for example <ul style="list-style-type: none"> ○ Perform literature reviews when necessary ○ Contribute content to research reports, progress reports, papers and other outputs • Support Education Manager in developing and improving key relationships with partners and stakeholders of the Education Portfolio 	<p>Research project activities successfully prepared or implemented as needed</p>

MINIMUM REQUIREMENTS

Minimum qualifications	Honours degree in related field, such as Climate Change and Development, Environmental Science, Geography, Environmental Education			
Minimum experience (type and years)	1 - 2 years' work experience in a related field			
Skills	Excellent English written and verbal communication skills Proficient in MS Office (particularly Word, Excel and PowerPoint)			
Knowledge	Basic understanding of basic climate change issues Basic understanding of transformation in the context of higher education in South Africa			
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'.)	N/A			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Planning and organizing / work management	2	Analytical thinking / Problem solving	1
	Building interpersonal relationships	1	Adaptability/ flexibility	1
	Research support skills	1	Initiating action / initiative	1
	University awareness	1	Resource Management	1

SCOPE OF RESPONSIBILITY

Functions responsible for	Data capture integrity
Amount and kind of supervision received	Regular face-to-face meetings. Review on final outputs.
Amount and kind of supervision exercised	Supportive advise to interns and visitors
Decisions which can be made	Day-to-day relating to KPAs
Decisions which must be referred	Any influencing an institutional or funder relationship, contractual commitment / expectation, funding or allocation of resources.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Staff at similar level within all research units and faculties associated with ACDI
External to UCT	Staff at similar level within all partners associated with ACDI