

NOTES

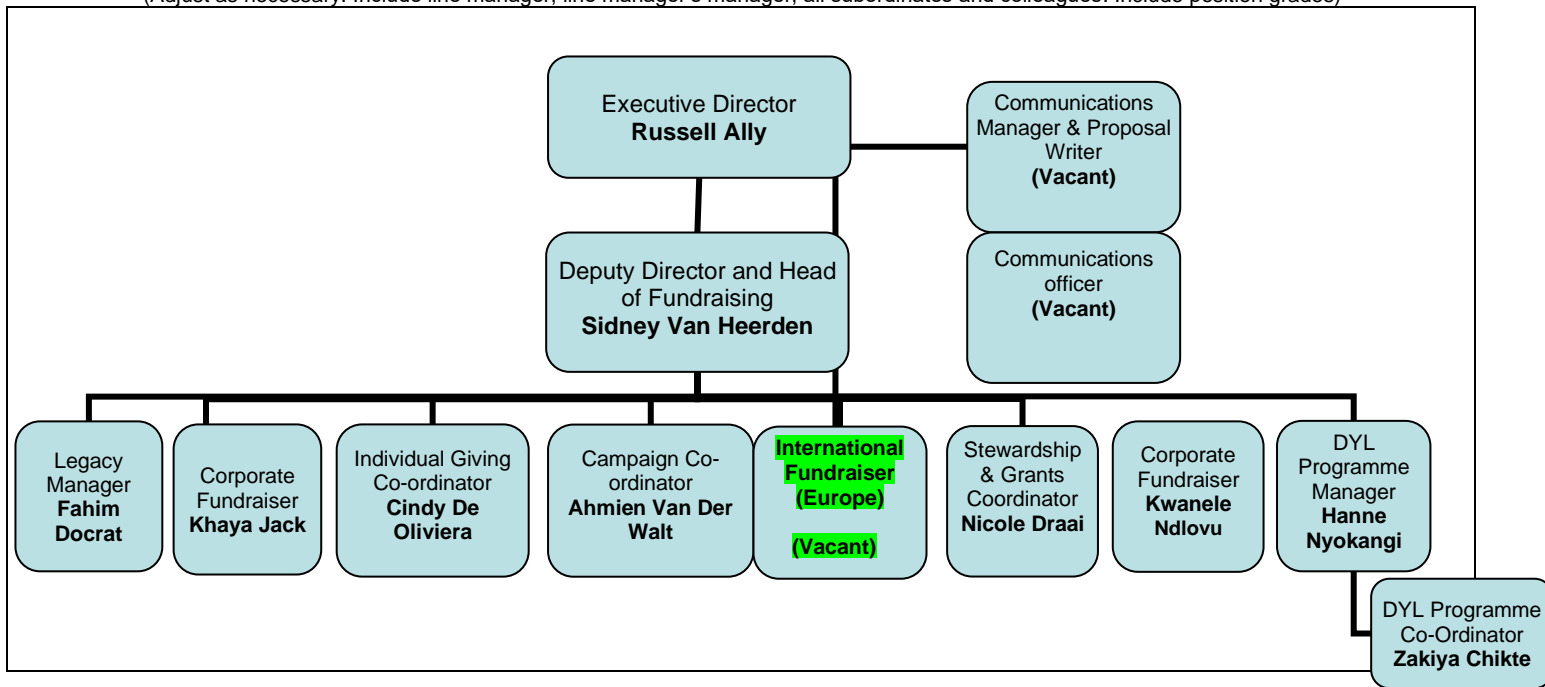
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	International Fundraiser (Europe)		
Job title (HR Practitioner to provide)			
Position grade (if known)	12	Date last graded (if known)	
Academic faculty / PASS department			
Academic department / PASS unit	Development and Alumni		
Division / section	Fundraising		
Date of compilation	20 February 2020		

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 twofold:

Fundraising – to identify, contact and secure lead and major donations from European countries via Corporates, Grant Foundations, Philanthropists and international associations

Positioning UCT in Europe strategically – presenting UCT's excellence to existing donors or to new prospects at organized events such as:

- Foundation Associations
- Chambers of Commerce
- Association of Professionals

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	Fundraising in Europe	70%	<p><u>Cultivation and solicitation:</u></p> <ul style="list-style-type: none"> • Make four to five 2-3 week long trips to Europe to meet with <ul style="list-style-type: none"> - 30 existing donors and - 50-60 new prospects <p><u>Stewardship:</u></p> <ul style="list-style-type: none"> • Manage stewardship of own European donors • Ensure that appropriate recognition of donations occurs as part of UCT's commitment to excellent stewardship of donated funds <p><u>Positioning UCT in Europe:</u></p> <ul style="list-style-type: none"> • Represent UCT at European Philanthropy Conferences • Develop strategically interesting partnerships in Europe • Where possible, use the VC in Europe 	<ul style="list-style-type: none"> • 50 prospects identified per annum • 20 – 30 donor meetings per year • 25 - 35 proposals sent out per year • 10 – 15 donations per annum received • Put every significant development with a donors/prospectus within 10 working days on DevMan (database) • All deadlines (proposals, reporting, etc.) are met, thus promoting positive relations with foundations • A well-planned Corporates and Foundation donor stewardship is coordinated throughout • Present UCT and its priorities to a broader public in Europe • Organise at least 2 key events for the Vice-Chancellor in Europe per year
2	Fundraising strategy of Europe	10%	<ul style="list-style-type: none"> • Define priorities, attractive UCT-projects and feasible action plans which suits European donors best 	<ul style="list-style-type: none"> • Be ready with the next year's strategy by August every year • Ensure there is an adequate budget to implement the strategy as envisaged by August • Be knowledgeable on strategy • Know European cost and logistics
3	Fundraising in South Africa	20%	<ul style="list-style-type: none"> • Two trips to Johannesburg per year to visit Sub-Saharan branches of European Companies/Foundations 	<ul style="list-style-type: none"> • 10 - 15 visits to SA offices of European donors • 3 – 5 proposals presented to the above per annum • Be tactically aware of when to approach donors via SA offices or when to apply directly via their offices in Europe

MINIMUM REQUIREMENTS

Minimum qualifications	Relevant NQF 8 qualification or European 'Berufslehre'; Fundraising courses/training programmes successfully undertaken (locally and ideally also internationally)			
Minimum experience (type and years)	Minimum of 5 years' experience working in Fundraising, sales or client relations management preferably in fundraising or sales with corporates, trusts and foundations Can show that he/she can secure donations to the value of ZAR5 million and more The ability to speak a European language preferably German - and French will be advantageous			
Skills	Demonstrable ability to have met set financial targets Excellent interpersonal and sales skills Entrepreneurial about fundraising environment in Europe			
Knowledge	Knowledge of database management with exposure to any CRM application and proven ability to use these to develop and manage client relationships			
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.)	Team player who also shows leadership, an excellent work ethic to work abroad and away from home and can take initiative when needed			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Relationship-building	4	Results-focused	4
	Persuasiveness	4	Analytical Thinking/Problem solving skills	3
	Organisational skills	3	UCT policy / programmes awareness	4
	Resilience and tenacity	3	Communication and presentation skills	4


SCOPE OF RESPONSIBILITY

Functions responsible for	Fundraising – to identify, contact and secure lead and major donations from European countries via Corporates, Grant Foundations, Philanthropists and international associations Positioning UCT in Europe strategically – presenting UCT's excellence to existing donors or to new prospects at organized events
Amount and kind of supervision received	Will report directly to the Head of Fundraising (HoF) with a dotted line to the Executive Director (ED) – one-on-one meetings with HoF every two weeks; alternative weeks attending fundraising team meetings and every Monday report backs to DAD Operational Meeting attended by all staff PC10 and higher
Amount and kind of supervision exercised	Will report directly to the Head of Fundraising (HoF) with a dotted line to the Executive Director – one-on-one meetings with HoF every two weeks; alternative weeks attending fundraising team meetings and every Monday report backs to DAD Operational Meeting attended by all staff PC10 and higher
Decisions which can be made	Development and finalization of proposals to donors and submission to minor donors
Decisions which must be referred	Final approval for submission of proposals to major funders/prospects to be signed off by the Head of Fundraising or the ED: DAD

CONTACTS AND RELATIONSHIPS

Internal to UCT	UCT/DAD leadership team; deans and projects leaders
External to UCT	Corporates, Grant Foundations, Philanthropists and international associations in Europe; also <ul style="list-style-type: none"> - Foundation Associations - Chambers of Commerce - Association of Professionals Local SA philanthropists, corporates, businesses and foundations

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder	Vacant			
Line Manager	Sidney Van Heerden		EXT 5458	31.10.2019
HOD				
Dean / ED	Dr Russell Ally		EXT 4146	31.10.2019
HR Practitioner	Cherise Llewellyn		EXT 2420	28.02.2020

COMPLETING A POSITION DESCRIPTION

HR191

When do I use this form?

A position description is the basis of the employment contract between UCT and a staff member. It describes:

- the purpose of the position
- the position contents
- where the position fits into an organisational structure
- the principal accountabilities, roles and responsibility of the position holder
- the minimum requirements needed of the position holder

A position description must be completed for all positions at UCT, both academic and PASS.

This form is completed, or reviewed and amended, when:

- a position is new, before recruitment
- substantive functions are added or removed from a position
- the position holder is new

This form is used as the basis for:

- recruitment
- performance management
- performance development



Note

- This position description informs many other human resources and people management processes.
- This position description is a living document and must be reviewed and updated regularly, preferably every 3-4 years.
- This position description is a summary of the typical functions of the position but is not an exhaustive or comprehensive list of all possible position tasks and duties. UCT is entitled to instruct the position holder to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the position description, or in accordance with operational requirements.

How do I complete this form?

- The position description indicates the requirements of the position in relation to the organisation, not the person. Describe the position, not the position-holder.
- The position description describes the position, not the performance required.
- The position description denotes a clear description of the position that is observable.
- Describe the position as is, not as imagined or as it could or should be done.
- Assume proper and competent performance of the position -holder.
- Examine typical incidents that occur in the position. Disregard any unlikely events or once-off incidents.
- Give careful consideration to employment equity legislation and take great care not include anything that could be deemed as discriminatory.

Complete all fields as follows:

Position title	The label or name of this position. Consideration is given to other titles in the department and to standard UCT position naming conventions. The latter are obtainable from your HR Practitioner , from the UCT Jobs Catalogue.
Job title (HR Practitioner to provide)	The SAP position title of this post. Obtainable from your HR Practitioner , from the UCT Jobs Catalogue.
Position grade	The current position grade of this position, if it exists (if known).
Date last graded	The date on which the position was last graded, if it has been graded (if known).
Academic faculty / PASS department	The academic faculty / PASS department in which the position sits.

Academic department / PASS unit	The academic department / PASS unit in which the position sits.
Division / section	The division / section in which the position sits.
Date of compilation	The date on which the position description was compiled, updated or reviewed.
Organogram	The departmental structure and reporting lines of the position, with the grades of these positions. Include line manager, line manager's manager, all subordinates and colleagues.
Purpose	A summary of the position which describes the overall purpose, function or role of the position. No more than two or three sentences. Clearly distinguishes the position from other positions and links the position to the objectives of the faculty, department and university. Begins with the words: "The purpose of the position is ..."
Key performance areas (KPA)	A list of the most visible actions, essential functions, key areas of responsibility or high-level responsibilities. Provides broad categories of tasks and activities. List in order of importance or time spent. KPAs must support the organization's goals and be within the position-holder's influence. Full time staff members have between five and eight KPAs.
% of time spent	The percentage of time spent on each key performance area.
Inputs	<p>A list of the particular projects or groups of responsibilities, activities, processes and tasks, linked to a KPA that the position must achieve. Describes how the key performance area is performed by outlining the methods, decision processes, judgments, techniques, tools used. Write in a clear, measurable way that states specifically what is expected and the standard to which it must be performed:</p> <ul style="list-style-type: none"> • Accurately convey the level of complexity, responsibility and scope • Write at least one associated input for each KPA • Keep as simple and brief as possible • Begin each sentence with an action verb, in the present tense • Sentences must be outcome-based, containing an action, an object and a purpose • Cluster tasks into a list of fewer, broad (but still specific) responsibilities • Refer to operational manuals, policies or to agreed procedures, rather than include the detail of tasks • Avoid <ul style="list-style-type: none"> ○ descriptive adverbs and adjectives (e.g. 'Quickly type basic documents', 'Efficiently processes difficult queries') ○ pronouns ○ jargon ○ abbreviations (e.g. 'mgs', 'docs') ○ 'tired words' (e.g. 'Manages', 'Contributes to', 'Assists with') ○ names
Outputs	A list of the main outputs or expected end results to be achieved, linked to the input. Should be specific to the position and the position must be directly accountable for them. Write in a clear, measurable way that states specifically what is expected and the standard to which it must be performed (e.g. quantity, quality, cost and time).
Minimum qualifications	The minimum qualification that would give the incumbent the skills and knowledge or training required to perform the position. Does not include desirable qualifications. Include NQF level where possible. May not be the qualification of the current incumbent.
Minimum experience	The minimum number of years and type of experience that would give the incumbent the experience required to perform the position. Does not include desirable experience. May not be the experience of the current incumbent.
Skills	The minimum skills or technical know-how required to perform the position. Does not include desirable skills. May include languages or software skills. (E.g. Intermediate level Excel).

Knowledge	The minimum knowledge required to perform the position. Does not include desirable knowledge. (E.g. Knowledge of UCT's academic administrative systems).
Professional registrations or licenses	The required professional registrations, industry certifications or licences required to perform the position. Does not include desirable ones.
Other requirements	Any other absolute minimum requirements required to perform the position. Does not include desirable requirements. Great care must be taken to ensure that these requirements are in no way discriminatory, and expert advice and assessment must be sought from your HR Practitioner.
Competencies	The minimum competencies (behavioural traits) required to perform the position. Does not include desirable requirements. A guide to UCT competencies and levels can be found on the HR website . This guide provides a comprehensive list of competencies for all Academic and PASS positions at UCT, and descriptions of how these competencies look at different levels of positions. Some competencies are required by all positions at UCT.
Scope of responsibility	The areas to which responsibility extends, the kind of supervision it receives, the kind of supervision it exercises, the kinds of decisions made by this position, and the kind of decisions that are referred elsewhere.
Contacts and relationships	A listing of the people, departments or organisations that this position deals with regularly, internal and external to UCT.
Agreed by	The position-holder, line manager and HOD agree to the contents of the position description.

Where do I send this form?

Once completed and signed, a copy should be kept by both the line manager and the position-holder (where there is one).

A copy of this form is sent together with the relevant documentation to the relevant persons, in the following processes (amongst others):

- Recruitment
- Position evaluation
- Performance management exceeds awards

What other forms do I need to complete?

None.

What other documentation must be attached?

Attach any other documentation which assists in describing the position.

Where can I get further assistance?

You can contact your [HR Practitioner](#) for more assistance in either the design of a position or the development of a position description.

Further information can also be found in the following places:

- [Development Dialogue resource guide](#) for PASS staff
- [Academic performance planning, performance reviews and staff development](#)
- [The UCT Competency framework](#)
- The UCT Jobs catalogue