



NOTES

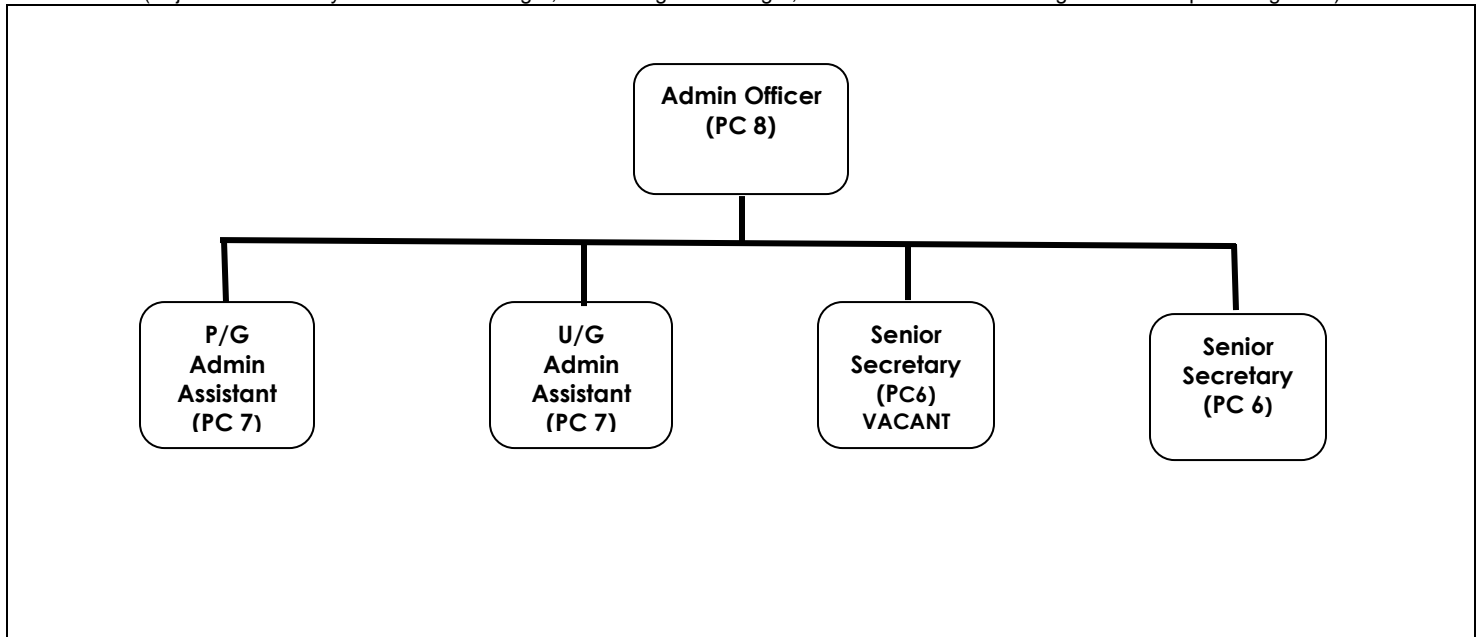
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	SENIOR SECRETARY		
Job title (HR Practitioner to provide)			
Position grade (if known)	Pay class 6	Date last graded (if known)	
Academic faculty / PASS department	Human Biology		
Academic department / PASS unit	Human Biology, Faculty of Sciences		
Division / section			
Date of compilation	5 th November 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:

Provide secretarial support and work in conjunction with the two administrators (undergraduate and postgraduate) who oversees the administrative procedures related to the Undergraduate Programmes in the department (MBChB) and Postgraduate (Honours and Health and Rehabilitation Science)
 Provide secretarial support to the Undergraduate and Postgraduate course convenors.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Course Administration-Undergraduate courses (MBChB, Health and Rehabilitation Science) and Postgraduate courses & Honours Programme	40%	<ul style="list-style-type: none"> • Assist the Postgraduate administrator with registration of the Honours Programme. • Assist the Undergraduate administrator with registration as well • Assist to ensure that relevant course information is available to students throughout the year via the Departments' notice boards; VULA and other appropriate means of communication – especially during registration week, the first week of lectures and at the time of the publishing of results • Attend to Undergraduate filing regularly • Assist with the preparation of class lists and attendance registers for lecturers • Assist Postgraduate administrator with preparation of Honours Farewell • Administrative and secretarial support to academic staff. 	<ul style="list-style-type: none"> • Ongoing supervision and monitoring and tracking of performance • Compliance with UCT policy and procedures • Risk identified timeously
2	Exam procedures and administration	25%	<ul style="list-style-type: none"> • Assist with the coordinating of all the Undergraduate and Postgraduate exams. • Assist administrators with copies of exam question papers and store in a safe place. • Assist the Undergraduate administrator with the separation of exam scripts into various disciplines for collection by markers. • Archive past examination question papers and ensure delivery of copies to the university library. • Archive and maintain all files relating to exam procedures in the filing room <p><u>External Examiners</u></p> <ul style="list-style-type: none"> • Assist with the processing of external examiner payment forms following the payment process from Faculty. • Responsible for ensuring external examiners' complete appointment forms and make sure they are forwarded to relevant faculty staff for processing. 	<ul style="list-style-type: none"> • Ongoing supervision and monitoring and tracking of performance • Compliance with UCT policy and procedures • Risk identified timeously

			<ul style="list-style-type: none"> • Assist with arranging catering for all external examiner meetings. • Act as a liaison for all practical arrangements associated with external courses, including conveying messages, providing information and stationery. • Co-ordinate the checking of examination scripts when recounts are requested. • Archive past examination question papers within the department and ensure delivery of copies to the University library as required. 	
3	Timetabling and venues	10%	<ul style="list-style-type: none"> • Assist with the distribution of timetables to staff and upload on VULA for students. • Assist and liaise with other venue supervisors for bookings and equipment. • Assist lecturers with venue queries. • Assist with the booking of equipment and venues for visiting lecturers as required e.g. data projector or laptop. 	<ul style="list-style-type: none"> • Ongoing supervision and monitoring and tracking of performance • Compliance with UCT policy and procedures • Risk identified timeously
4	Managing petty cash float for the department as well as the purchasing credit card	10%	<ul style="list-style-type: none"> • Ensure petty cash is allocated correctly (maximum of R300) and all receipts are accounted for. (monitored and supervised by the Admin Officer) • Ensure correct forms for authorization is completed (MM005) and approval from the fundholders are obtained before ordering. 	<ul style="list-style-type: none"> • Spreadsheet is completed and authorized for service providers • Maintain paperwork for purchasing card and timeously issued to the purchasing Hub for clearing.
5	Procurement	5%	<ul style="list-style-type: none"> • Replenishing of consumables - stationery is required for teaching purposes and a budget is provided for printing of learning material as well as exam scripts. 	<ul style="list-style-type: none"> • Ordering of consumables and stationery for the department as needed

6	Diary Management for both course convenor and co-convenors.	5%	<ul style="list-style-type: none"> • Arranging appointments for students/staff with course convenor and diarizing all daily course activities. 	<ul style="list-style-type: none"> • Daily course activities distributed electronically to all related staff
7	General admin	5%	<ul style="list-style-type: none"> • Assist the administrators with arranging the catering for external examiners, design team meetings and PBL facilitator training and meetings. • Ensure that sufficient exam books, attendance slips, and stationery is available in exam and test venues. • Ordering of diaries for academic staff for next academic year timeously. • Distribution of Cell Biology Seminars weekly 	<ul style="list-style-type: none"> • Ongoing supervision and monitoring and tracking of performance • Compliance with UCT policy and procedures • Risk identified timeously • Ensuring presenters are informed timeously of dates and times

MINIMUM REQUIREMENTS

Minimum qualifications	Grade 12 certificate			
Minimum experience (type and years)	<ul style="list-style-type: none"> • Minimum 2-3 years administrative experience in a higher education environment • Computer skills essential: MS Word and MS Excel, especially understanding MS Excel formulas and applications of marks processing <p>The following would be advantageous:</p> <ul style="list-style-type: none"> • Post matric qualification relevant to secretarial work and /or office administration • Experience in undergraduate and postgraduate administration <p>Knowledge of the University's administrative procedures including PeopleSoft and VULA</p>			
Skills	Communication (Verbal and Written) Work Standards Client Services Orientation Building Interpersonal Relationships Computer (Word, Excel, google docs)			
Knowledge	Administrative knowledge and skills UCT Policies and Procedures Computer skills			
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'.)	None			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Written and verbal communication skills	1	Knowledge of UCT systems (VULA, People Soft, etc.)	1
	Computer literacy (word, excel spreadsheets)	1	Multiple tasks	1
	Show initiative	1	Attention to detail	1
	Team environment	1	Organizational skills	1

SCOPE OF RESPONSIBILITY

Functions responsible for	All administrative support required for the Professional Communication Unit
Amount and kind of supervision received	When needed
Amount and kind of supervision exercised	
Decisions which can be made	Linked to UCT processes for academic administration
Decisions which must be referred	Finance and HR

CONTACTS AND RELATIONSHIPS

Internal to UCT	Academic staffs, departmental assistants, technical officers, students, pass staff.
External to UCT	Parents to students