HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

NOTES

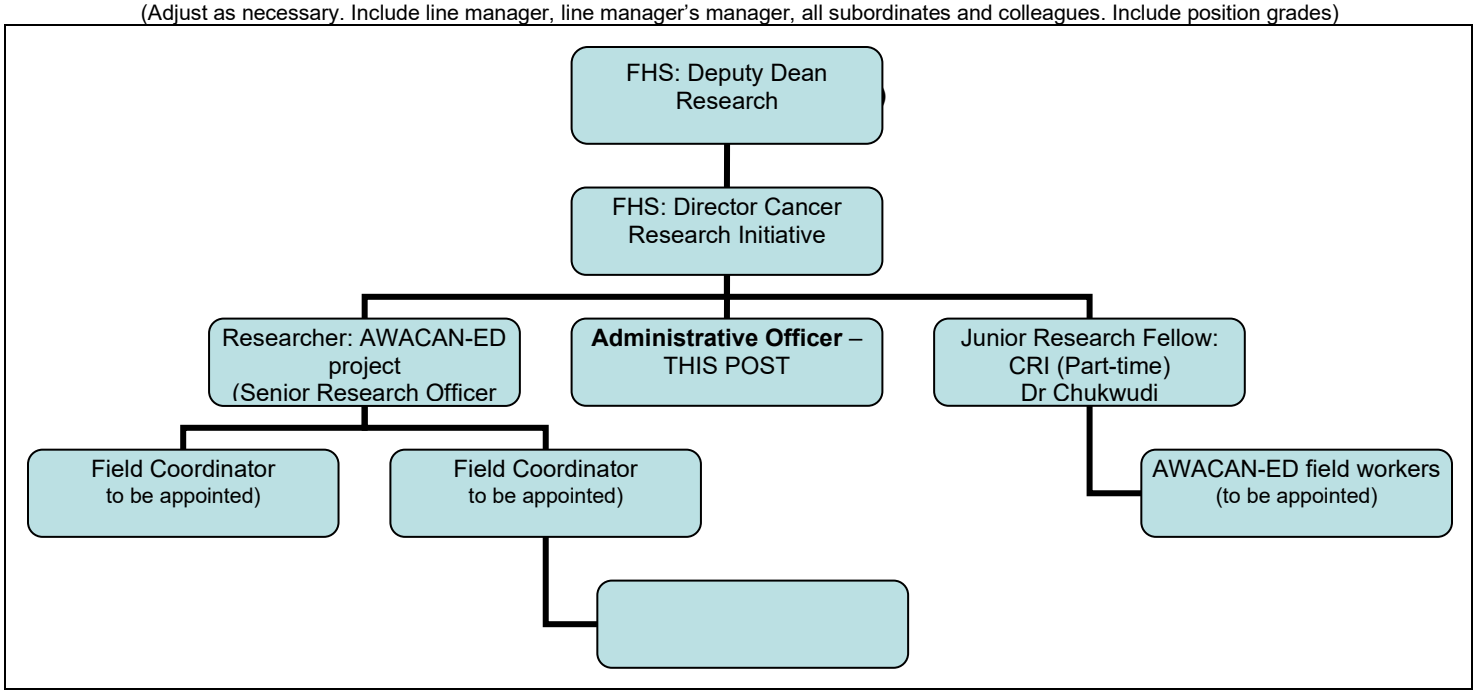
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Administrative officer		
Job title (HR Practitioner to provide)	Administrative officer		
Position grade (if known)	PC08	Date last graded (if known)	
Academic faculty / PASS department	PASS – Faculty of Health Sciences		
Academic department / PASS unit	FHS Research Directorate: Cancer Research Initiative		
Division / section	Cancer Research Initiative		
Date of compilation	3rd December 2021		

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 provide day to day administrative support to the AWACAN-ED project and the Cancer Research Initiative team: this includes but not limited to scheduling of meetings, drafting, and circulating meeting agendas and minutes, reception and communication duties, purchase of office equipment and supplies, maintaining records, filing, managing petty cash, serving as a liaison role between CRI projects and key stakeholders, managing events

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Project Administration	65%	• Maintain ethical and institutional approvals • File and maintain all project reports, manuals and standard operating procedures (SOPs) • Attend relevant project meetings as required • Liaise with project partners and relevant stakeholders as required • Maintain up to date contact details pf all project investigators, collaborators and stakeholders • Ensure all project equipment is well maintained • Make necessary travel arrangements for project staff e.g. flight bookings, accommodation, car hire • Liaise with ICTS with regards to installing network, printers etc. for staff • Follow up on ICTS related problems • Arrange UCT access for project staff and visitors • Order all office consumables • Ensure smooth day-to day running of AWACAN-ED project	• All ethical and institutional approval obtained and up to date • Reports AND SOPs available • Project meeting attendance • Relationships with partners and stakeholders maintained • All equipment well maintained • All travel arrangements made timeously • Functioning internet services • Staff and visitors granted access timeously • Office well stocked • AWACAN-ED Project runs smoothly

2	Finance administration	10%	• Manage purchase orders including obtaining competitive quotes and writing up all purchase order requests • Ensure purchases remain within research study budgets. • Ensure all supplier accounts are paid timeously and kept up to date • Maintain good working relationship with vendors. • Ensure all assets purchased are registered on the Asset Register • Manage petty cash • Manage reimbursement and S&T claims • Keep track of advances • Manage Directors P-card ensuring it is cleared timeously	• All purchase orders are submitted timeously and are within budget • Accounts are paid timeously • Asset Register maintained • Petty Cash maintained, reconciled and balanced • Reimbursements and S&T forms, P-card MM010 forms submitted timeously • Records of proof of payments filled
3	HR administration	10%	• Establish new and maintain all current staff records • Assist with recruitment process for T1/T2 and ad hoc employees. • Maintain all HR records • Ensure contract renewals and paid on claim forms are processed timeously • Assist with resolving staff queries • Assist in tracking development dialogue discussions	• All HR record maintained and available • Staff assisted with queries • Contracts processed timeously • Complete and submit recruitment documents on time and according to standard • Ensure PASS and academic, performance, promotion, annual increase processes are completed and submitted to HR timeously

4	Training/course support	5%	• Support administration of the AWACEN-ED early diagnosis annual short course – including assisting with registrations, attendance records, certificates, finding venues, assisting with remote/online course access etc • Support Director in running the MPH cancer prevention and control course e.g. venue readiness • Support students to submit forms and process forms required for research bursaries	• AWACAN-ED annual training course runs smoothly with positive feedback on administrative arrangements • MPH CPC course runs smoothly with positive feedback on administrative arrangements • Students receive bursaries timeously
5	Events management	5%	• Make all necessary arrangements for AWACAN-ED project and stakeholder meetings; Collaborator workshops, AWACAN-ED training courses and CRI seminars. This included but is not limited to arranging venue, online support/access, refreshment, arranging printing of handouts where necessary, arranging IT equipment and IT support, liaising with delegates and lecturers.	• Seminars, workshops and other events (face-to-face or online) are hosted successfully
6	General management	5%	• Provide administrative support to the CRI Director e.g. manage diary and calendar • Create a welcoming atmosphere • Promote relationships with UCT staff, students, research partners, all stakeholders	• CRI director supported in running the CRI • Staff, students and visitors are warmly welcomed

MINIMUM REQUIREMENTS

Minimum qualifications	NQF level 6 qualification in office administration
Minimum experience (type and years)	3-5 years' experience in administration, preferably in a higher academic institution
Skills	Office administrative skills Basic financial skills Experience with electronic and non-electronic record management Ability to develop and implement office procedure Ability to organize events Time-management Excellent Written and oral communication
Knowledge	Computer literacy – MS Office package
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'.)	Trustworthiness in overseeing regulatory and ethical submissions. Honesty to handle finances

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Building interpersonal relationships	2	Energy	1
Problem solving	2	Teamwork and collaboration	1
Work management	2	Follow-up	2
Communication	2	Project management	2
Client and Student support	2	Resilience	1
University awareness	1	Initiating action	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Project administration – AWACAN-ED and CRI
Amount and kind of supervision received	Supervision from Director
Amount and kind of supervision exercised	Support students, researchers and field staff
Decisions which can be made	Day-to-day project management
Decisions which must be referred	Ethical concerns, HR concerns

CONTACTS AND RELATIONSHIPS

Internal to UCT	Prof Jennifer Moodley
External to UCT	