

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

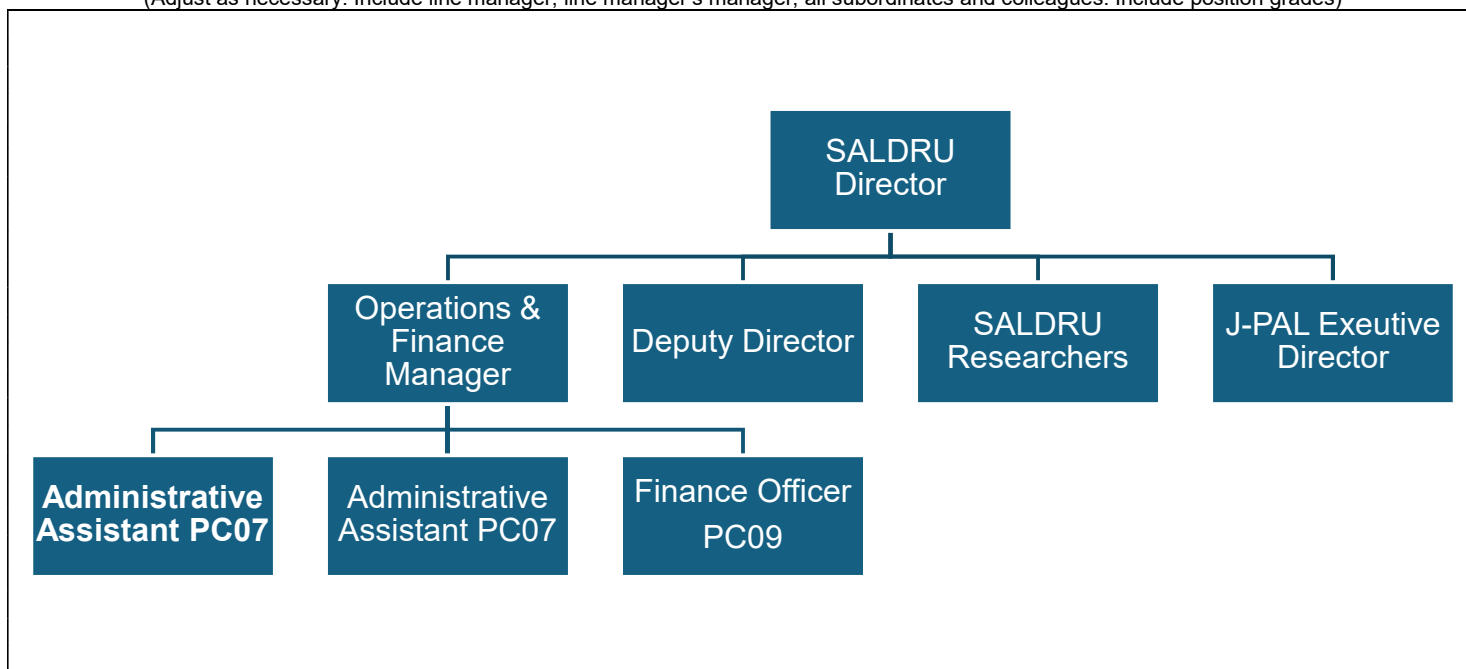
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Administrative Assistant		
Job title (HR Business Partner to provide)	Administrative Assistant		
Position grade (if known)	7	Date last graded (if known)	2018
Academic faculty / PASS department	Commerce		
Academic department / PASS unit	Economics		
Division / section	SALDRU		
Date of compilation	11 March 2025		

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 the Director, Deputy Director and other members of SALDRU with administrative and logistical support, while also providing a frontline reception function. The incumbent is responsible for undertaking research administration tasks and providing administrative support for events held by the Unit. The position's key performance areas are central to facilitating the smooth functioning of the Unit.

CONTENT

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1 General Administration	25	Travel: • Making of all travel arrangements (booking flights, accommodation and car hire, applying for visas) • Process subsistence and travel payouts as well as insurance before travelling - local and international travel. Ensuring that all necessary documentation relating to UCT travel has been completed and submitted Office security: • Manage asset register • Signing out assets and keys, • Reviewing office door access and updating access as required. Scholarships: • All documents saved in central Scholarship folder, per student • Individual Administrator manage a particular Scholarship process to completion, unless otherwise required. Coordinate efficient day to day running of the office • Managing the Director's diary and coordinating appointments and meetings as required • Picking up tasks from the SALDRU admin shared email as they arise – move any tasks sent to individual mailboxes to shared mailbox for team access. • Manage access to 3.10 shared space • Photocopying and scanning of documents • Ensure current digital filing system is effective, and assisting with manual filing where required. • Taking minutes at meetings when required. • Coffee machine cleaning and water replenishment • Ensure meeting room is cleaned and presentable – liaise with P&S staff if needed. • Set up equipment for meetings when required. • Manage stationery stock levels, order stationery/office consumables • Order new equipment • Log calls for maintenance and IT problems • Assist visiting academics and ad hoc staff / interns with Third Party Access • Update SALDRU website as required • Any other adhoc administrative duties	Travel • Timeous, accurate travel arrangements • Travel documentation completed as per required UCT and SALDRU procedures Office security: • Asset register and key list is kept up to date • Review door access list quarterly Scholarships: • Scholarships are processed timeously and all documentation is saved correctly • Scholarship list is kept up to date Day to day • Accurate minutes of meetings • Office supplies and Stationery available when needed • Equipment is ordered as requested. Relevant timelines are adhered to for document submissions • Attending to queries and correspondence in a proactive manner • Coffee room and office is maintained according to SALDRU standards • Room 3.10 list is kept up to date and necessary access given to occupants • Meetings are set-up as requested. • Keep requestor updated on progress of tasks. • SALDRU website is updated with staff changes, events and seminars Attention to details across all tasks.

2	Research Administration	5	- Communicate to SALDRU Researchers regarding publication submission and deadlines - Capture publication to internal list - Capture publications on ERA - Liaising with Faculty Coordinator to ensure publications are approved.	Research publications captured within university deadlines
3	Finance Administration	25	- Process journals for SALDRU team - Process Receipt Requisitions - Process Instant Money requests - Process Advance request and clearing Advances - Process all purchasing requests - Provide fund balances on request - Assisting with documentation for Audits - Processing vendor requests - P-card administration - Maintain records and filing system	- All finance tasks are completed in accordance to UCT and SALDRU processes. - Accurate and updated records are kept of all finance documentation - Forms are completed as per the required procedures - Relevant timelines are adhered to for document submissions - Keep requestor updated on progress of tasks.
4	Human Resource Administration	25	Conduct administrative component of all HR processes for the unit's staff - Assist with queries relating HR matters, e.g. payments, leave, IRP5, fund details - Process appointments as per requests - Capture hours as per approved timesheets - Process payment requests - Maintain records and filing system CATS - Capture hours as per approved timesheets on SAP - Ensure staff records are active	Attention to details across all tasks. - Complete HR forms relating to appointments, monthly payments, leave - Accurate, updated staff records available e.g. leave, absenteeism, overtime etc. - Updated and accurate recording of hours worked for interns and ad hoc staff on a monthly basis - Meet payroll deadlines - All relevant HR paperwork available and filed afterwards - HR queries are responded to timeously - Appointments are processed and captured accurately - Appointment letters are distributed timeously - All HR lists are kept up to date. CATS - Communicate with HR to ensure staff records are active - Cross check approved hours against spreadsheet.
5	Events co-ordination and support	20	Specific tasks handling with regard to event management, i.e. deco, catering, travel, accommodation, material collating, printing and dissemination, etc. - Assist with the organisation and coordination of all logistical aspects related to events including weekly seminars, meetings, and training workshops, and conferences - Ensure that all necessary equipment is arranged and set up for these events.	- Events occur according to schedule and specification - Travel and other arrangements made timeously and within budget

			Seminars and Meetings • Book venue • Send out invitations the week before the seminar • Order catering • Ensure catering is delivered timeously • Set-up and clear internal equipment when needed • Liaise with IT for any additional tech requirements • Set-up and clear venue – liaise with P&S staff if required. Training workshops • Book training venue. • Book accommodation • Assist with tutor recruitment • Arrange catering / meals • Send out invitation as received • Send out information to confirmed attendees, as per received list • Set-up third party access • Set-up course planning/information site • Process stipends for endowment attendees • Liaise with IT and DataFirst re necessary access • General admin – name tags, registration and other correspondence • Send out certificates		
6	Frontline Reception	5	• Maintain a friendly and helpful front office environment • Receiving visitors • Managing the courier and postage procedures for the unit.	• Courteous and professional receiving of guests and staff. • Telephone answered in a courteous and professional manner. • Receiving and distribution of deliveries and advising staff of deliveries. • Ensure office is kept presentable	

MINIMUM REQUIREMENTS

Minimum qualifications	Matric certificate or equivalent Driver's licence			
Minimum experience (type and years)	3 years office administration experience 1 years of event management experience High level of computer literacy, in particular MS Word and MS Excel Good time management, planning and organizational skills to perform multiple tasks efficiently and in order of priority. Proficiency in written and verbal skills in the English language Professionalism and good inter personal skills Ability to work under pressure both independently and in a team. Knowledge of SAP or any ERP system would be advantageous Strong sense of client focus and service orientation Must be meticulous and show attention to detail Ability to interact with stakeholders at different levels			
Skills	Verbal and Written Communication. To work efficient and deliver timeously. Analytical thinking and problem solving Computer literacy Ability to deal with staff and visitor queries			
Knowledge	Understanding of finance administration Understanding of events processes			
Professional registration or license requirements	n/a			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Honesty to handle cash or finances Patience to deal with constant queries and disruptions Interpersonal skills – Ability to engage with people of various levels with courtesy and professionalism			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	1	Quality commitment / work standards	1
	Building interpersonal relationships	1	Teamwork / collaboration	1
	Communication	1	University awareness	1
	Planning and organizing / work management	1	Adaptability	1
	Detail orientation	1	Information management	1

SCOPE OF RESPONSIBILITY

Functions responsible for	Be responsible for administration and operational support Daily SAP and financial administration
Amount and kind of supervision received	Regular supervision regarding activities and progress
Amount and kind of supervision exercised	None
Decisions which can be made	Prioritisation of particular tasks; Acquisition of office consumables; Meeting scheduling
Decisions which must be referred	All other

CONTACTS AND RELATIONSHIPS

Internal to UCT	Line manager and other parties as required: HOD, academics, researchers, the broader university community
External to UCT	Guests to the department; various vendors