

**NOTES**

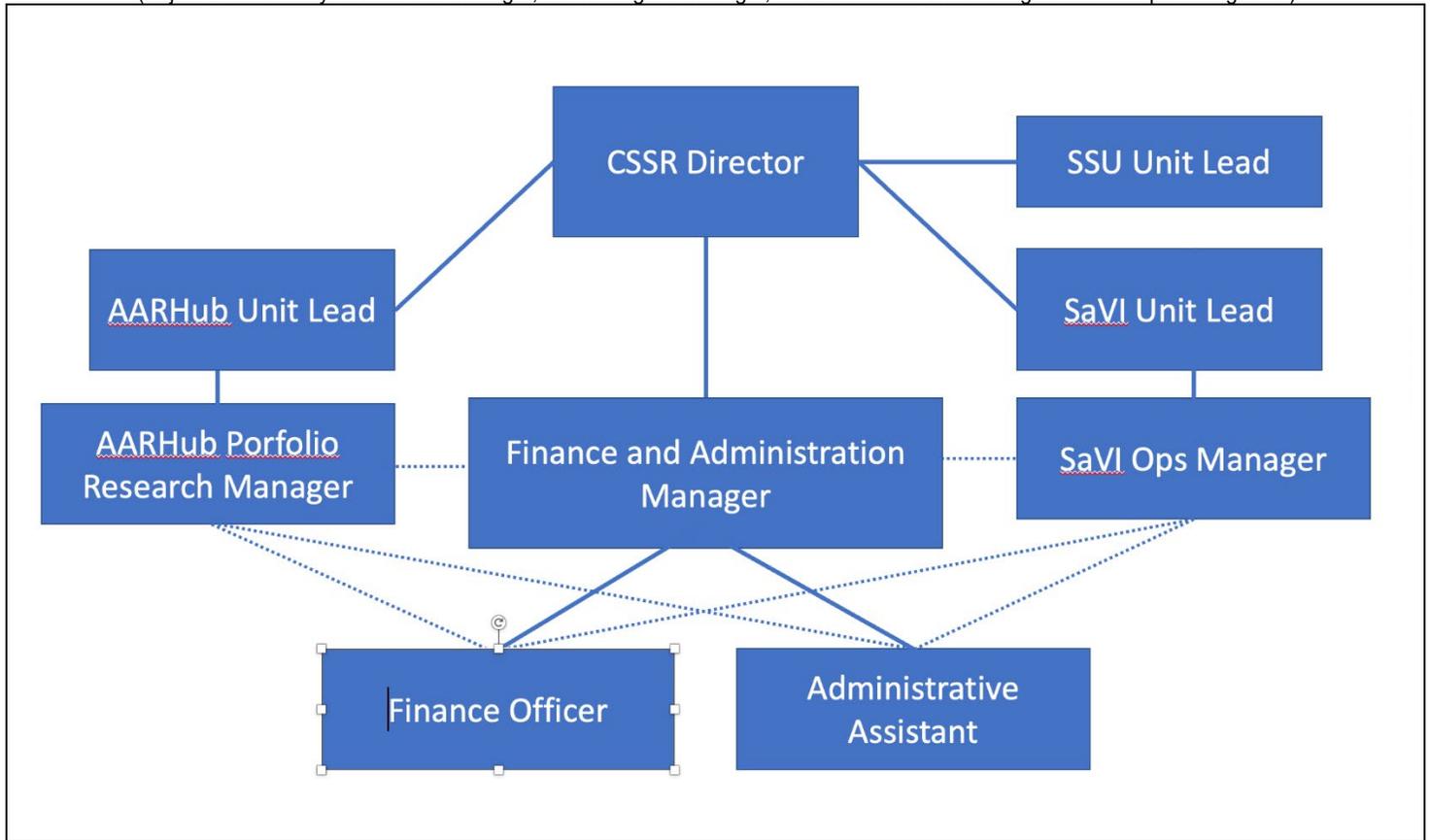
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Administrative Assistant		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC7	Date last graded (if known)	2020
Academic faculty / PASS department	Humanities		
Academic department / PASS unit	CSSR		
Division / section			
Date of compilation	February 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 centralized administrative support to the Centre for Social Science Research including the administration related to: HR and new appointments, routine finance tasks, travel and events, seminars, publication capture, on and offboarding staff, venue bookings, procurement of supplies, oversight of assets, ethics application support, and other administrative assistance to the Centre's research and operational staff as needed.

**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	Centre Support	40%	<ul style="list-style-type: none"> <li>• Greeting visitors, answering questions and taking messages, as needed</li> <li>• Oversight of the CSSR Seminar Room and associated bookings</li> <li>• Maintaining mailing lists and staff lists, updating as required</li> <li>• Scheduling meetings, events,</li> <li>• Event support including travel planning/purchasing, local and international travel insurance, accommodation booking, catering booking, airport transfers</li> <li>• Sending centre and unit emails, newsletters, partner communication</li> <li>• Oversight of office cleaning and maintenance</li> <li>• Report and follow up on/escalate cleaning/maintenance needs to P&amp;S, as needed</li> <li>• Procuring of supplies, equipment and stationary as needed</li> <li>• Photocopying, scanning, printing documents as needed</li> <li>• Oversight of office keys, cutting new keys as needed</li> <li>• Holding the role of Safety Officer and Fire Marshal for our Centre as a representative to the University</li> </ul>	<ul style="list-style-type: none"> <li>• Smooth operations of routine Centre needs in the areas of: <ul style="list-style-type: none"> <li>○ Space</li> <li>○ Welcoming staff and guests</li> <li>○ Events (internal and external)</li> <li>○ Travel</li> <li>○ Communication and maintenance of associated communication streams</li> <li>○ Supplies</li> <li>○ Routine support to Centre Directors</li> </ul> </li> </ul>

2	Financial and Human Resources Support	35%	<ul style="list-style-type: none"> <li>• Preparation of routine HR forms related to appointments and monthly payouts for POC staff</li> <li>• Back up support in the preparation of finance forms for purchasing, invoice requisitions and receipt requisitions, journal transfers and reimbursement forms in collaboration with the Finance and Admin Manager and Unit Operations staff</li> <li>• Follow up on approvals of forms with Faculty HR and Finance Offices</li> <li>• Assist with p-card clearance as required</li> <li>• The collection of timesheets, invoices</li> <li>• Sourcing vendor quotes, as needed</li> <li>• Support for recruitment processes, including: the development of recruitment timelines, sharing of paperwork/applications/references/supporting documents, development of candidate grading sheets, and the scheduling of meetings/interviews</li> <li>• Support for employee onboarding, including: orientation to the centre, setting up with office, equipment, keys, inclusion on staff mailing lists and website, and email access.</li> <li>• Support for employee offboarding, including: return of keys, equipment, close out of access to files, removal from mailing lists and website, etc.</li> <li>• Support for visiting researchers/affiliated guests/paid-on-claim staff with 3<sup>rd</sup> party access, with extensions where needed</li> </ul>	<ul style="list-style-type: none"> <li>• Timely and careful capturing of information, preparation of routine HR and finance forms, and tracked through the capture process</li> <li>• Pcards are cleared in a timely fashion with correct information</li> <li>• Any supporting information is gathered promptly</li> <li>• Staff are onboarded and offboarded helpfully, efficiently and thoroughly</li> <li>• Third party access is set up promptly when needed, and expiration dates are monitored for renewal</li> </ul>
3	Asset Management	10%	<ul style="list-style-type: none"> <li>• Ensure assets are correctly safeguarded, capitalized and monitored.</li> <li>• Oversight of the CSSR asset register, including updates to add/remove equipment and software as needed, and indicate allocation/return of equipment to/from staff as appropriate</li> <li>• Liaise with UCT ICTS for set up, repair, and reformatting of equipment as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Assets are correctly tracked on a routinely updated asset register</li> <li>• Unit assets are being safely stored when not in use</li> <li>• Coordination with ICTS happens promptly when needed</li> </ul>

4	Research Support	15%	<ul style="list-style-type: none"> <li>• Capturing publications routinely (monthly), including: <ul style="list-style-type: none"> <li>○ Keeping a publication list for use in annual reporting</li> <li>○ Uploading publications to eRA for CSSR members</li> <li>○ Periodic downloading publication lists from eRA for review and confirmation</li> <li>○ Liaising with CSSR website staff for updates to web publication listings as needed</li> <li>○ Provide guidance to others on eRA uploads, as needed</li> </ul> </li>   <li>• Ethics administration support including: <ul style="list-style-type: none"> <li>○ Monitoring the CSSR Ethics mailbox and eRA for ethics applications</li> <li>○ Maintaining the ethics application tracker and applicable folders with relevant information</li> <li>○ Corresponding with researchers and reviewers who are submitting and reviewing ethics applications</li> <li>○ Liaising with the CSSR REC Chair and Vice Chair with respect to ethics applications</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Centre publications lists are regularly captured and recorded in the appropriate places</li> <li>• CSSR Ethics administration is well supported</li> </ul>
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### MINIMUM REQUIREMENTS

Minimum qualifications	Matric <u>and</u> NQF5 Higher certificate in office administration or a related field <b>Advantageous:</b> NQF6: National diploma in office administration or a related field			
Minimum experience (type and years)	3 years' relevant experience in administrative or operational work <b>Advantageous:</b> Experience in a research institute			
Skills	<ul style="list-style-type: none"> <li>• Computer literacy in MS Office suite and familiarity with filesharing platforms</li> <li>• Excellent oral and written English communication skills</li> <li>• Excellent organisational and time management skills, including the ability to prioritise one's workload and produce accurate, detailed work within deadlines</li> <li>• The ability to work independently and as part of a team, to multi-task, and to operate in a deadline driven environment</li> </ul> <b>Advantageous:</b> <ul style="list-style-type: none"> <li>• Experience in website design, such as Drupal</li> <li>• Experience in website maintenance</li> <li>• Experience of planning, organizing and delivering large events</li> </ul>			
Knowledge	<b>Advantageous:</b> Knowledge of UCT's internal administrative processes (HR Payroll & Finance) protocols and platforms.			
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'.)	Honesty when handling financial documents and discretion when handling HR documents.  This is an office-based role, with limited flexibility to make remote/hybrid work arrangements.			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Problem solving	1	Teamwork/collaboration	1
	Building interpersonal relationships	1	University awareness	1
	Communication	1	Adaptability/flexibility	1
	Planning and organizing/work management	1		

### SCOPE OF RESPONSIBILITY

Functions responsible for	As outlined above
Amount and kind of supervision received	This position is line managed by the Finance and Administration Manager, with support (as needed) from other senior operations staff and colleagues in the Centre
Amount and kind of supervision exercised	None
Decisions which can be made	All routine decisions related to the post
Decisions which must be referred	All decisions with significant impact to the team or its work

### CONTACTS AND RELATIONSHIPS

Internal to UCT	Finance and Administration Manager  SavI Operations Manager  AARHub Research Portfolio Manager
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External to UCT

None at this time