

HR191	POSITION DESCRIPTION	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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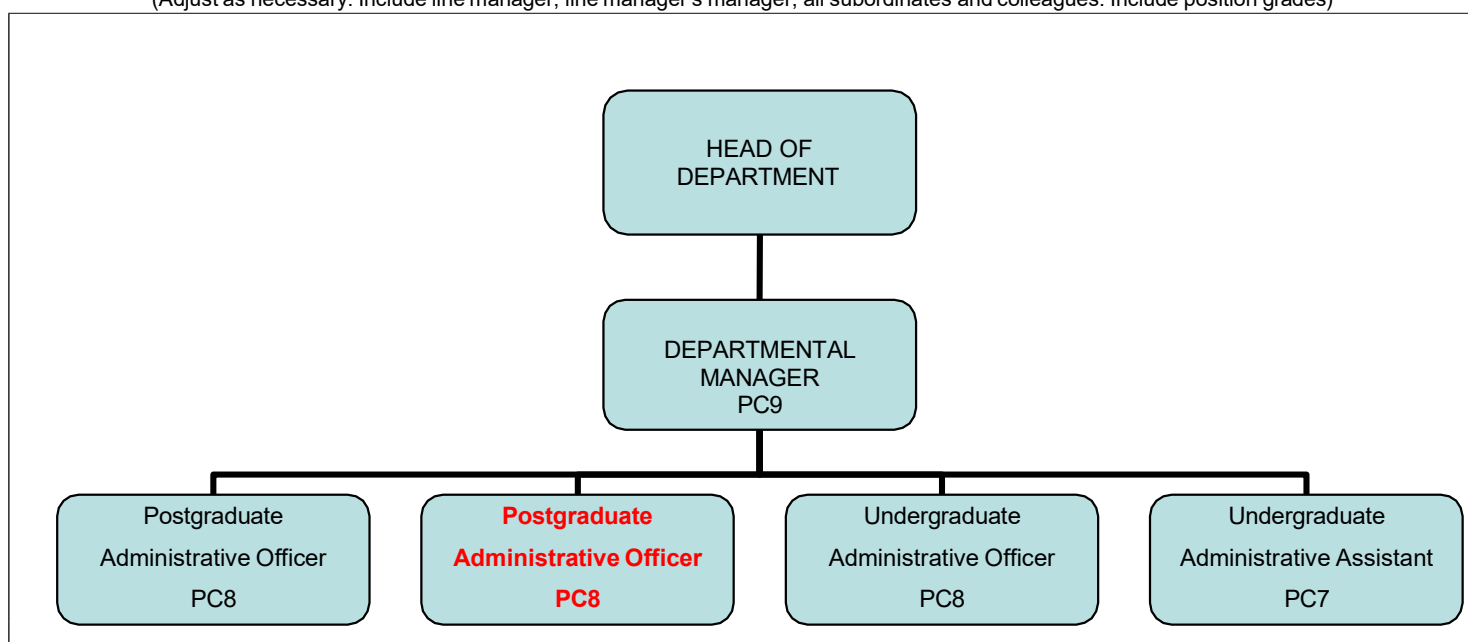
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Administrative Officer		
Job title (HR Practitioner to provide)			
Position grade (if known)	8	Date last graded (if known)	October 2017
Academic faculty / PASS department	Commerce		
Academic department / PASS unit	Information Systems		
Division / section	Postgraduate Section		
Date of compilation	September 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 perform a full range of academic administrative functions in the postgraduate section. These functions include effective, efficient high quality administrative services, academic and student support for the department. The incumbent needs to lead themselves, as well as provide leadership in developing own and others capabilities, must also play a leading role in collaboration both internally and externally.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Admission and registration processing	10%	Application, admission and registration process: - Deal with applicants, Faculty office and admissions office - Application documents accessible on Webnow - Plan, prepare and assist with the registration process - Design a system and manage implementation of the admission process - Plan with the team involved support provision for the registration process - Liaise with the officers in the Faculty Office - Advise on rules and policies relating to studies - Induct students into programmes. - View decision ready applications on Webnow - Work with course convenors to resolve ASR issues within 5 working days	Co-ordination of application and registration is completed successfully
2	Course Administration and Support	55%	- Provide admin support to all course convenors and students - Ensure effective management of the allocated courses from an administrative perspective - Compile a spreadsheet of all registered students - Consult with course convenors and lecturers on an on-going basis to plan appropriately - Alertness to new processes and make new suggestions for running the courses better - Proactive communication to staff and students - Vula set up and maintenance - Circulate notices pertaining to funding and bursaries - Proactively post notices (via notice boards, Vula or email) to inform students or staff of important events or issues - Scheduling of Classes on PeopleSoft - Provide standard letters to students confirming their marks to bursars - Handle student queries telephonically, electronically and consultations - Assist DM as and when required	- Efficient administrative support - Spreadsheets and Vula is updated and maintained - Students are kept informed - Student queries are responded to timeously

3	Academic and Examination Administration	15%	• Manage the examination process • Co-ordinate invigilation of tests and examinations • Manage the logistical and other administrative requirements related to examinations • Liaise with external examiners • Compile an examination date schedule for the department • Provide Peoplesoft support when preparing for the results to be published • Check timetables to ensure feasibility and accuracy • Draft timetables for the setting of exam papers, external examining, and submission dates • Administration of matters relating to External Examiners • Liaise with the Faculty office and Examinations Office with matters relating to examinations and external examiners • Coordinate the process of submitting examination papers to Examinations Office • Coordinate the examination timetable and invigilation schedule • Process payments of External Examiners and invigilators • General management of logistics relating to tests and examinations eg. Stationery requirements, booking venues, etc. • Co-ordinate timetable and venue bookings for the following year • Manage marks processing for courses • Co-ordinate the department's handbook entries for the following year • Co-ordinate the appointment of tutors • Assist DM as and when required	• Invigilation schedule prepared • Exam papers and marks returned by external examiners by the required date • Examination logistical issues attended to adequately • Accurate timetables • Set up dates in conjunction with the academic calendar in preparation of departmental activities • External examiners informed of the schedule in good time • Examination schedules • Accurately upload final marks on PeopleSoft • Never miss due dates • Keep track of students/tutors individual hours worked
4	Operations & Team support	10%	G:drive administration and record keeping • Design and maintain a record keeping system that is logical, methodical and easy to access Event planning and organizing • Organization of events in the department • Arrange catering for meetings/events PeopleSoft Super User • Assist admin staff with marks processing • Assist with Scheduling of classes • Assist with troubleshoot system problems Vula • Assist admin staff and course convenors with various Vula issues to access Excel • Assist admin staff and course convenors with Excel – have at least Intermediate level Excel Team Support • Assume the responsibilities of other administrative staff when away, ill or on leave or reassign duties to available team members • Handle duties allocated on an ad hoc basis by the DM and HOD as required • Reception work in absence of Senior Secretary • Manage and oversee all course resources • Ensure sufficient back up for all tasks	• A proper records system organized • Events planned effectively • Effective functioning of the team • Skills developed • Continuous improvement to administrative support requirements • Check if documents are correctly completed before sending off

5	Research Support	10%	In the absence of the Undergraduate Administrative Officer: - Plan, prepare and assist with the ErA system, and all research related support - Capture all research proceedings on ErA and send to Research office - Manage inputs and outputs of ErA - Capture journals, conference proceedings, etc. as soon as possible - Assembling and verifying all publications - Liaising with Research office to add new authors - Preparing documents for Research office. - Meeting two eRa deadlines in January and October - Update research notice board at least twice pa, in February and in November. - Update IS website via Commerce IT at least twice pa, in February and in November.	Check if documents are correctly completed before sending off
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MINIMUM REQUIREMENTS

Minimum qualifications	A relevant tertiary qualification at NQF 5 level (or part qualification of NQF 6/7 (120 credits) The following would be advantageous: A relevant tertiary qualification at NQF 6 level			
Minimum experience (type and years)	A minimum 3 year relevant working experience The following would be advantageous: 5 years relevant working experience			
Skills	MS Excel, MS Word, MS Outlook, PeopleSoft, Vula, eRa and WebNow			
Knowledge	Knowledge of University administration, policies and procedures			
Professional registration or license requirements	n/a			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Extensive experience in course administration and student engagement A demonstrable ability to work in a deadline-driven environment A demonstrable ability to display initiative, work independently and as part of a team			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	MS Excel	2	PeopleSoft	2
	MS Word	2	Vula	2
	MS Outlook	2	eRa	
	Communication	2	WebNow	2
	Proactiveness	2	Building interpersonal relationships	2
	Analytical thinking & Problem solving	2	Quality Commitment	2
	Client/student service and support	2	University awareness	2
	Planning and organizing	2	Resource Management	2
	Teamwork & Collaboration	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	Manage the general, academic and administration, of various courses.
Amount and kind of supervision received	Supervision from Departmental Manager, HoD, and Section Heads.
Amount and kind of supervision exercised	Supervisions (advisory capacity) to Admin Assistants
Decisions which can be made	Decisions pertinent to the day-to-day operational requirements (e.g. venue bookings), admin letters for students (e.g. – Proof of attendance at lectures).
Decisions which must be referred	Marks, Timetabling, External Examiners appointments, Admissions, Research (ERA)

CONTACTS AND RELATIONSHIPS

Internal to UCT	Departmental Manager, HoD, Section Heads, IS academics, IS admin staff, Faculty Office, Exams Office, VULA, Peoplesoft SSS Support and other administrative staff
External to UCT	External Examiners, potential UCT students, and Alumni.

AGREED BY