

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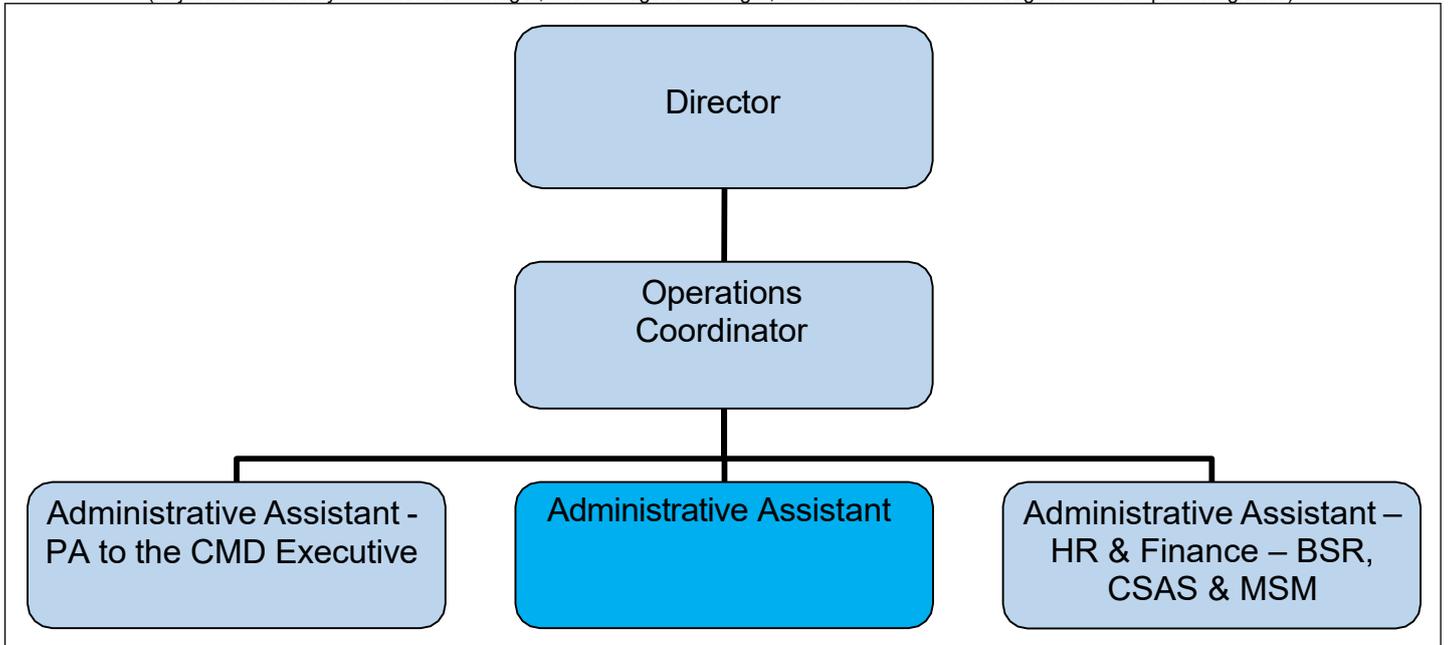
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Administrative Assistant - Communication and Marketing		
Job title (HR Business Partner to provide)	Administrative Assistant		
Position grade (if known)	PC7	Date last graded (if known)	19 October 2018
Academic faculty / PASS department	PASS		
Academic department / PASS unit	CMD		
Division / section	Operations Unit		
Date of compilation	November 2021 – September 2023		

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 comprehensive administrative support to the Communication and Marketing, including all HR & Finance related administrative tasks. The role also involves delivering efficient project and event administrative assistance across the department as needed.
- To provide efficient and streamlined support to the Assistant Financial Manager, CMD Financial Manager, CMD Unit Managers, and the CMD Executive.
- To maintain an accurate and up to date department asset registry.
- To accurately and diligently service departmental meetings by providing administrative support e.g., preparing agendas, meeting scheduling, meeting minutes etc.
- Provide general front of office, receptionist and administrative support to the Communication and Marketing department.
- As and when required, support, complete the work of, and act on behalf of any other member of the unit with line manager and/or with agreement of the CMD Executive.

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	Financial Administration	25%	<ul style="list-style-type: none"> • Handling the departments purchasing, procurement and payments administration. • Working with the line manager to complete all CMD financial administration e.g., journals, payments, vendor registrations etc. • Processing insurance claims. • Ensuring department award entry payments and subscriptions are made on or before (at least two working days) the deadline/renewal dates. • Travel and accommodation finance preparation and processes completed in line with university guidelines relating to departmental travel arrangements e.g., car rental, hotel bookings etc. • Office furniture purchasing and co-ordination for department. • Maintaining an up to date and accurate asset registry including e.g., furniture, equipment etc. • With oversight of the Operations Coordinator ensure CMD property i.e., furniture, equipment etc. are returned from exiting staff, and assigned to new staff and update the asset registry accordingly • Supporting unit manager, and AFM with sale of CMD goods annually • Ensuring mileage claims from CMD staff are actioned and processed accurately. • Ensure all invoices are processed for building management and maintenance work for example related, but not limited to: <ul style="list-style-type: none"> • Safety, external and internal cleanliness • Equipment • Furniture • Offices and meeting rooms • Stock e.g., stationery, consumables • Incl. i.e., is building maintenance. • Finance record keeping and filing to be done accurately and kept up to date on a weekly basis. 	<ul style="list-style-type: none"> • Ensuring all necessary administrative processes for financial transactions along with supporting documents accurately and timeously (ordinarily weekly but can be more urgent when needed) prepared & completed for UCT finance actioning e.g., purchases; payments; staff claims; insurance; travel & accommodation etc. • Transactional records filed weekly (e.g., expenses and payments) to cross reference for audit purposes. • Accurate and updated monthly and quarterly submissions of the asset registry for tracking of departmental assets i.e., furniture, equipment etc. • Travel and accommodation finance paperwork completed one (1) week before a CMD staff member is meant to travel locally, and one month (4 weeks) before they are meant to travel internationally. • Mileage claims processed within one working week of being submitted.

2	HR Administration	25%	<ul style="list-style-type: none"> • Complete and circulate the daily in-office/online registry. • Staff telephone and contact directory maintained and shared within the department. • Assistance throughout recruitment and selection processes, especially for all departmental contract posts and for those which UCT HR does not provide administrative support on: <ul style="list-style-type: none"> ○ Emailing vacancies and secondment opportunities either within the department, and/or to the Development, Communication, Alumni and Marketing (DCAM) group ○ Scheduling interviews, when in person ensure selection committee refreshments are served. ○ Sending regret emails ○ Removing incomplete applicants from applicant pool ○ Supporting with assessment logistics ○ Uploading of applications to an HR platform and granting selection committee member's access • Maintaining with unit managers all welcome and exiting staff checklists, incl. processing the staff allowances (e.g.) cell phone paperwork • Ensuring staff have photocopier access codes and telephone extensions assigned to them and removed when they leave the department. • Maintain CMD wide staff emailing list. • Travel and accommodation for HR preparation and processes completed in line with university guidelines relating to departmental travel arrangements. • Preparing the weekly standby schedule • Staff annual leave roster, and staff birthday lists are maintained, and messages sent out before or on their birthdays, incl. sending condolence messages and flowers to staff upon immediate family losses. • Deliver on all HR related internal departmental events such as: New staff welcome lunches, and farewells to be arranged with line managers, sending get well, condolences and congratulatory flowers within set budgets. 	<ul style="list-style-type: none"> • Daily registry circulated before 10am each working weekday for a period of 6 months. • Staff directory updated with staff movements, and/or at least quarterly. • Accuracy in keeping departmental directory updated. • Regret emails are sent within one (1) week of Chairs confirmation that they should be issued. • Assessment logistics are thoroughly communicated and well planned for with the Selection Committee representatives. • Checklists are thoroughly completed, within two (2) months latest of staff members joining, and within one (1) month latest of staff members exiting. • Selection Committee access to an HR platform confirmed two- three (2-3) weeks before their grading meetings, four weeks if the number of applications exceeds 100. • Travel and accommodation HR paperwork completed one (1) week before a CMD staff member is meant to travel locally, and three (3) weeks before they are meant to travel internationally, and as per UCT HR policies and practices. • Cellphone allowance paperwork completed within the first two (2) weeks of a staff member joining, and within two (2) weeks of a staff member leaving the department. • The weekly standby schedule is distributed by Thursday, 14pm each working week and kept up to date weekly for a period of 6 months. • Internal events are delivered professionally, consistently and within budget.
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3	General office administration	30%	<ul style="list-style-type: none"> • Ensuring department digital and print subscriptions maintained. • Ensuring digital software licenses renewed and maintain via the Operations Coordinator provide support to unit managers with administrative services e.g., during crisis, pressure or big event points, with critical department campaigns and projects. This may also include supporting HR/ Finance administration. • Provide back-up support to administrators if needed and when hand over has been done. • Reception duties by way of being a point of contact for the department, receiving and responding to inquiries and welcoming visitors, colleagues, guests into CMD offices and buildings, and then alerting the relevant CMD colleague their guest has arrived. • Completing and accepting work courier and delivery items for the department. • Work with the Operations Coordinator to deliver internal departmental events including year-end functions, departmental quarterly activities and other stakeholder activities, within set budgets. • Providing administrative support to all building management and maintenance work for example related, but not limited to: <ul style="list-style-type: none"> ○ Safety, external and internal cleanliness ○ Equipment ○ Furniture ○ Offices and meeting rooms ○ Stock e.g., stationery, office consumables ○ Incl. i.e., building maintenance and recordkeeping. • Ensuring regular maintenance of the photocopier, logging service calls and recordkeeping of calls logged. 	<ul style="list-style-type: none"> • Quarterly/twice a year review and report on status of digital and print publications • Quarterly/twice a year review and report on status of software licenses • Assistance results in the success of unit goals and objectives • Assistance service efficiently delivered with initiative and proactiveness demonstrated. • Internal events are delivered professionally, consistently and within budget. • CMD guests, colleagues, and visitors are promptly (within five to ten minutes) attended and made to feel welcome when arriving at CMD.
4	Monitoring, evaluation and reporting	10%	<ul style="list-style-type: none"> • Monitoring finance reports with AFM • Filing (incl electronic/digital) quarterly, annual unit and departmental finance reports • Proactively flagging finance issues which may need AFM, Finance Managers, or Executive attention with line manager. Examples of issues could include, but is not limited to new vendors not being registered properly and so payment would be delayed; when CMD has an office sale payment, from staff coming in late or no payment arrangement being made, etc. 	<ul style="list-style-type: none"> • Finance reports are cleared and filed weekly. • Reports easily accessible and accurate (most up-to-date correct copies) filed on whichever platform the department makes use of. • Finance issues are proactively managed and resolved effectively and timeously. Time taken will depend on the nature of the issues raised. The aim is for these issues to be resolved within one (1) month.

5	Departmental & meeting administration and servicing	10%	<ul style="list-style-type: none"> • Act as servicing officer for Staff meetings and committees as well as call for and prepare agenda items and take minutes for the meetings. • Schedule meetings; prepare and distribute approved meeting agendas, minutes with accurate action notes for finance meetings. • Provide administrative support for and follow up on matters arising out of these meetings where required. • Distribute information relevant to/from the Executive responsible for finance from these meetings, at their request. 	<ul style="list-style-type: none"> • Meetings are planned according to the requirements, timelines and accurate minutes are produced for a period of 6 months. • Minutes succinctly reflect discussions and decisions. • Accurate and confidential distribution of documents for the Executive responsible for finance • Meeting documents are distributed two (2) working days before meetings, and minutes are distributed three (3) working days after meetings. • Agenda items are called for earliest one (1) week before and latest four (4) working days before each meeting. • Attention to detail in terms of names, spelling, grammar etc. • Meeting documents filed and labelled – to be checked monthly, and folders should be created proactively per quarter i.e., folders should be created either at the beginning of the year, or ahead of every quarter.
6	Transformation and Diversity (Inclusion) goals	0%	<ul style="list-style-type: none"> • Contribute to creating a transformed and inclusive environment within the department through conscious professionalism; actively participating in CMD and UCT activities - as outlined in the CMD Transformation and Inclusion Plans and UCT Transformation and Inclusion e.g., events, workshops, meetings etc.; and contributing to a positive work environment. • Foster an environment where diversity is valued, and team members strive to achieve goals collectively. • Support and engage in the development and implementation of the department's transformation and inclusion plans. 	<ul style="list-style-type: none"> • Engagement in the departments and university's transformation and inclusion activities and priorities (actively engaging in at least two per annum) • Living CMD's values in that diversity is respected and honored as a strength.

MINIMUM REQUIREMENTS

Minimum qualifications	Grade 12 or Nqf4 equivalent			
Minimum experience (type and years)	2 – 4 years related and relevant administration experience			
Skills	<p>Computer Literacy - intermediary to expert level (Internet, MS- Office Suite, spreadsheet, email/Outlook, MSTeams, Database/CMS, Adobe and other relevant applications)</p> <p>Advanced Typing</p> <p>Excellent administrative skills, information & resource management – planning, organizing; effective time management.</p> <p>The ability to work independently and under pressure.</p> <p>Excellent communication & interpersonal skills</p> <p>Adaptability</p> <p>Teamwork & collaboration</p>			
Knowledge	Departmental knowledge and marketing, communication and events management experience would be deemed advantageous.			
Professional registration or license requirements	None			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	<p>The ability to work independently, and as part of a team.</p> <p>Honesty and integrity overall, and specifically for example in handling cash and finances.</p> <p>Driver's licence and possibility of being requested to deliver goods and items as and when required.</p>			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / problem solving	1	Planning and organizing / work management	1
	Building interpersonal relationships	1	Quality commitment / work standards	1
	Client/student service and support	1	Information Management (confidentiality)	1
	Communication (written & verbal)	1	University awareness	1

SCOPE OF RESPONSIBILITY

Functions responsible for	Departmental administration including reception duties, HR and Finance administrative tasks.
Amount and kind of supervision received	Regular in respect of work delegated or where assistance is required. Use of efficient initiative to get tasks done and/or revert relevant queries. Should be able to work independently with some supervision
Amount and kind of supervision exercised	Limited to tasks as requested by the Operations Coordinator, and from time to time by the CMD Management/ Executive.
Decisions which can be made	Managing their own workload, daily priorities, scheduling of tasks and time management.
Decisions which must be referred	Decisions on budget spend. As delegated Decisions that require further input/advise, enquiries that need to be escalated. Decisions that require management approval and which pose possible risk

CONTACTS AND RELATIONSHIPS

Internal to UCT	Staff & Management within CMD; various UCT Departments/Units.
External to UCT	Service providers/vendors, partners etc.