

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

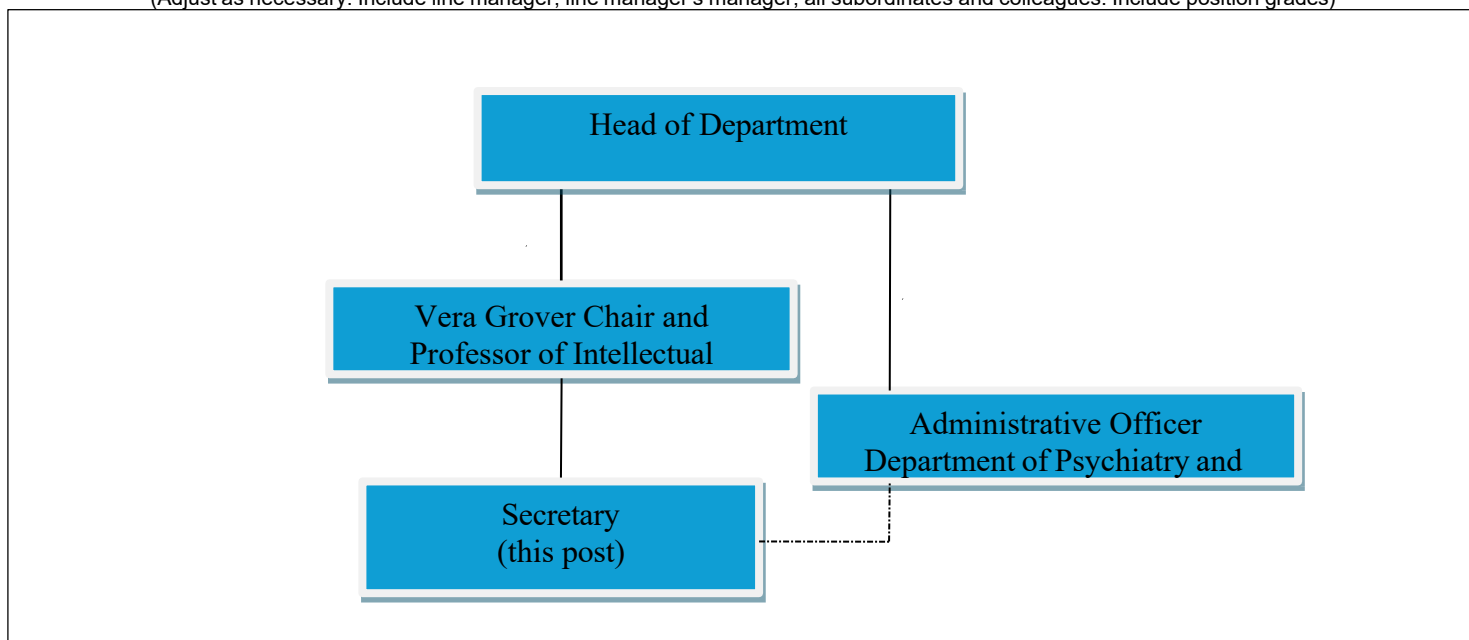
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Secretary		
Job title (HR Business Partner to provide)			
Position grade (if known)	Pay class 6	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Psychiatry and Mental Health		
Division / section	Division of Intellectual Disability		
Date of compilation	19/07/2018		

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 efficient and effective secretarial and administrative support to the Vera Grover Chair and Professor of Intellectual Disability and the Division of Intellectual Disability,

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
1	Office Administration	60%	Correspondence management • Receive emails and other correspondence and manage responses in consultation with the VG Chair • Telephone message management (taking calls, screening calls for VG Chair, following up on voicemails etc.) • Accurate correspondence recordkeeping Typing • Type correspondence, memoranda, agendas, minutes • Type and format examination papers, timetables, course outlines, letters and research and administrative reports • Assist with the preparation of PowerPoint presentations for lectures and conferences Meeting administration • Manage meeting lists, notifications, enquiries and document distribution for meetings, seminars, conferences • Coordinate logistical arrangements for meetings, seminars, conferences • Arrange and follow up CPD accreditation of workshops and seminars • Minute taking and distribution • Administrative support to transformation work in the department	• Correspondence managed within the required timeframe • Accurate records of all correspondence • All documents typed accurately and within the required timeframe • Meeting calendar accurate and communicated to all relevant parties • logistical arrangements completed as required • Meetings CPD accredited when required • Minutes are taken as per required format, typed accurately and distributed within specified timeframe • Reports are accurately typed formatted and distributed as per deadlines • Attendance registers accurate for all meetings • CPD attendees are recorded accurately on the Excel spreadsheet • Applications for CPDs completed and followed up within the dept's CPD accreditation process with the academic in charge.

	Office Administration (continued)		General Administration • Liaise with other secretaries and administrators to ensure efficient and accurate communication related to the teaching, research and other projects undertaken by the VG Chair and the division of ID • Maintain efficient and accessible filing system for all projects, teaching and student documentation, funding proposals, collaborations and other divisional activities overseen by the VG Chair/Division • Photocopying of documents, teaching materials, workshop materials • Ordering of project and office supplies and stationery • Maintain inventory of office/divisional equipment • Prepare promotional materials • Administration related to online course communication, student discussion forums, project websites for the Division • Capture student marks and oversee completion of duly performed documentations for students within required timeframes for the division • Make travel arrangements as required • Provide administrative support to the VG Chair's duties within the broader department and faculty • Provide ad hoc support to administrative work in the department	• Professional engagement and communication style • Accurate and updated documentation easily accessible in filing system • Materials required for teaching and meetings prepared and photocopied in advance of events as required • Adequate supply of stationery available as needed • Inventory registers accurate • Promotional materials completed as per instructions • Accurate relevant data on the Website • Positive feedback on ease of access for student experience of online discussions • Student marks captured and duly performed documents submitted as specified and by the required dates • Travel and accommodations, s&t applications and submission of documents completed as required
2	Student Liaison	20%	Admissions and convener support • Receive applications and manage administrative aspects of postgraduate student admissions for the division of ID • Maintain accurate and current personal and work files related to progress reports, examinations and examiner appointment and report writing, etc. for each postgraduate student in the division. • Liaise with sites regarding practicum for students enrolled for the MPhil in ID. • Administrative support to the VG's duties related to the Vera Grover Scholarship for students and health professional training. • Set up timetable for student protocol presentations and ID lectures overseen by the division in consultation with UCT senior secretary at VBH • Set up meetings for student supervision •	• Applications received and captured on database to inform selections • Students provided with information needed to process their applications and submit documentations and report required for their portfolios • Students provide with updated outline of sites for year one of their MPhil practicum • Database for applicants and interview schedule for Vera Grover scholarship completed/obtained from scholarship secretary • Protocol presentations and ID lectures scheduled and relevant parties informed, teaching materials distributed on time

3	Research-related administrative support	10%	Assist the VG Chair with administrative aspects of queries and submission of funding proposals (collation of documents, monitoring timely submission of documents, follow up on submitted documents) Assist with the online submission and tracking of publications to journals and submission of data to senior secretary on published articles in the division for capture. Liaise with research partners (logistical arrangements, follow up on reports to funders, liaise with finance department regarding timely submission of funding reports on active projects in the division etc. Arranging for formatting and printing of poster presentations and conference notes Monitor ethical applications submitted for student and divisional research projects Update VG publications list on ORCID ID	In consultation with the VG Chair: • Funding proposals submitted on time. • Potential publications are submitted and followed up to publication • Published articles submitted for capture • Financial reporting and logistical arrangements for projects tracked and completed on time • Conference materials available on time • Ethics applications and reports submitted on time
4	Client liaison and diary management	10%	Diary management • Manage diary of VG Chair • Set up meetings and venues via the electronic diary Client liaison • External: Respond to queries from various stakeholders at local, provincial, national and international level • Internal: Liaise with other secretaries and administrators to ensure efficient and accurate communication related to the teaching, research and other projects undertaken by the VG. Chair	• VG Diary accurate and updated regularly • Queries responded to in professional manner • Positive feedback from internal and external clients

MINIMUM REQUIREMENTS

Minimum qualifications	Matric or NQF 4 Equivalent			
Minimum experience (type and years)	2 years, preferably in a tertiary educational institution One-year office management experience Computer literacy including MS word, Excel, PowerPoint, internet and email			
Skills				
Knowledge				
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	MS Word	1		
	MS Excel	1		
	Internet	1		
	Powerpoint	1		