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

NOTES

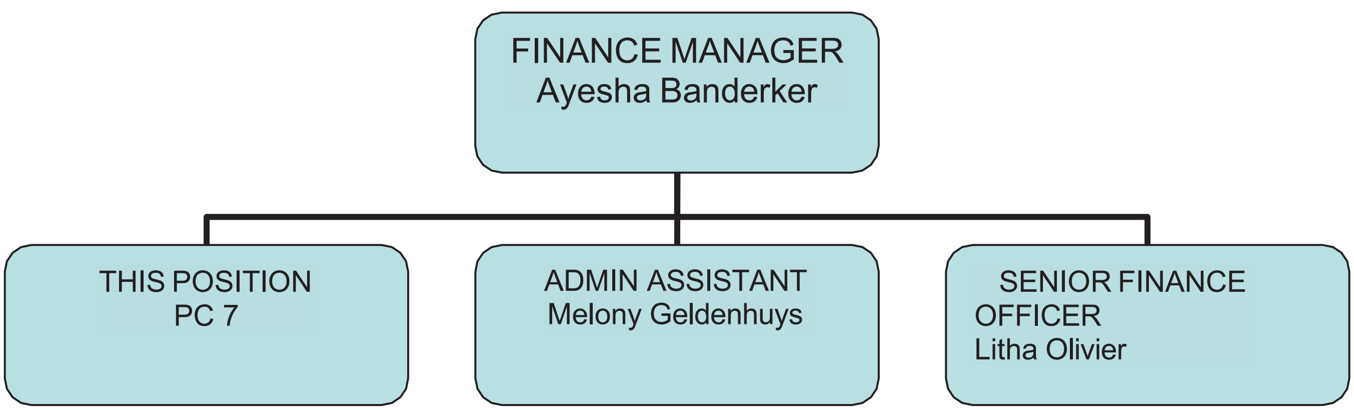
- Forms must be downloaded from the UCT website: https://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Procurement Officer		
Job title (HR Business Partner to provide)	Administrative Assistant		
Position grade (if known)	PC07	Date last graded (if known)	
Academic faculty / PASS department	Science		
Academic department / PASS unit	H3D		
Division / section	H3D: Finance		
Date of compilation	July 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 a complete, efficient, accurate and cost-effective procurement and purchasing service for H3D (including all research units within H3D) as well various general admin duties within the H3D.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Purchasing and procurement	45%	• Process purchase order requests from all H3D researchers and all research units within H3D. • Obtaining quotes and processing purchase orders for consumables, assets, reimbursements, advances, mileage claims, S&Ts, travel • Ensure that the appropriate forms and supporting documents are provided. Check the documentation for completeness and correctness. • Ensure sufficient budget exists in funds and inform the fund holder/requester and finance manager when the budget is insufficient. • Ensure correct cost allocation of all postings (to correct cost centre, fund and GL code), in accordance with approved budget and plans. • Ensure order and payment requests are appropriately authorised according to delegated authority policy. • Placing, processing and monitoring all purchase orders on SAP for the entire unit . • Inform requester, finance manager and fund holder that PO has been placed, inform them of the delivery date and address. • Liaise with the vendor to ensure timeous delivery of correct goods/services. • Follow up with UCT creditors to ensure vendors are paid timeously. • Liaise with UCT Creditors and UCT Vendor Management regarding vendor requests. • Follow up on outstanding deliveries, invoices, credit notes and payments. • Ensure deliveries, invoices and credit notes conform to the relevant PO specification. • Process foreign orders according to policy and liaise with the UCT Foreign Payments section to avoid delivery and payment delays.	• POs are placed timeously with correct supporting docs. • Support is provided to H3D to ensure a continuous purchasing service is available at all times. • POs are created within policies, procedures, guidelines and approved authorizations. • Relevant parties are kept informed on purchasing process. • Unpaid and undelivered orders are followed up and all queries resolved timeously

			• Complete AS001 forms for the purchase of Assets. • Implement and maintain a relevant document management system in relation to the procurement function. • Assist vendors to complete and submit new vendor forms for processing and ensure vendor is captured on SAP. • Keep the vendor informed of the status of the application. • Ensure new vendors comply with UCT policy and procedures (including applications and supporting docs). • Travel arrangements – ensure best prices are used, advise on documentation required and process refunds. • Advise H3D staff on all UCT purchasing-related policies and procedures. • Monitor compliance with all UCT purchasing-related policies and procedures. • Communicate information regarding changes to procurement policies and procedures to H3D staff.	
2	Shipping	10%	• Ensure researcher provides the necessary documentation for shipping and combine the necessary documents into one pdf • Book shipments, dry ice and packages with preferred courier vendors • Ensure temperature sensitive sample courier is arranged accordingly	• Shipping of Sample timeously • No unnecessary backlog of samples to be shipped • Timely response to shipping request • Monitoring of sensitive temperature shipments

3	P/card & goods receipting	30%	• Process p/card transactions for all p/card holders in the H3D dept incl research units within H3D. Timeous clearing and processing of p/card transactions and follow-up of outstanding documentation. • Approve and post p/card transactions against the correct fund, cost centre, and GL code, using meaningful text. • Follow up on credits until they are cleared. • Ensure correct allocation of funds. Ensure fund approval is received from finance manager. • Ensure correct authorization according to the delegated authorities. • For orders raised by Purchasers in other departments the goods receipting may be undertaken when the Purchaser receives such goods/services on an exceptional basis. . • Advise H3D staff on all UCT purchasing-related policies and procedures. • Ensure an accurate p/card filing system.	• Ensure no unapproved transactions are processed. • P/card purchases are made according to UCT policy and procedure within the allowed credit limit, and the budget is available. • Keep a record of all FM050 forms submitted for P-Card transactions and alert the Finance Manager of repeat offenders. • Good receipts are done timeously within policies, procedures, guidelines and approved authorizations • The control and compliance of ensuring the segregation of the two tasks of good receipting and raising Pos will be adhered to.
4	Reconciliations, monitoring, evaluations, reporting	10%	• Provide monthly KPI reports to the Finance Manager and the Faculty Manager. • Report on outstanding commitments remaining against the fund. • Run monthly PO reports to identify open GRVs and follow up on delivery. • Ensure that p/card expense reports are signed/approved monthly by the cardholder's line manager. • Provide monthly p/card unapproved reports to the cardholders for signature. • Prepare a monthly report of all P Card expenses for the finance manager's review. • Complete vendor recons to facilitate processing of outstanding POs, follow up on payments and issuing of credit notes to facilitate payment to the vendor.	• No open GRVs older than 1 month. • No open PO payments older than 3 months. • No unapproved p/card transactions older than 1 month. • Accurate reporting. • Reports submitted timeously
5	General Administration	5%	• Photocopying and scanning of documentation. • Maintaining an accurate filing system. • Typing correspondence and documentation. • Other ad hoc duties as required or necessary or as instructed by the Finance Manager • Respond to student/staff / visitor queries. • Monitor laptop purchase, distribution and record of usage. • Attend monthly Adfin meetings and procurement meetings.	• Filing system is up to date and accurate. • Correspondence is handled within the required timeframe. • Clear communication between H3D/faculties exists • Manage laptop purchase and distribution for all staff and students

MINIMUM REQUIREMENTS

Minimum qualifications	NQF 4 with an accounting or bookkeeping qualification OR if qualified by experience, a minimum of 5 years relevant experience at the required level.
Minimum experience (type and years)	• 3 years' experience in financial/purchasing administration preferably at a tertiary institution • Experience with UCT financial and administrative policies and procedures would be advantageous. • Computer Skills essential: - SAP (advantageous) - MS Office (especially Excel) - Email - Internet
Skills	Sound knowledge of SAP finance system or other financial accounting system, advanced level of MS Office, good communication skills both verbal and written, strong organizational skills, interpersonal skills and numerical skills. Ability to multi-task, work under pressure and to work independently and accurately with minimal supervision
Knowledge	Knowledge of UCT's administrative system and purchasing policies
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 especially when handling cash

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Analytical thinking/problem solving	2	Planning and organizing	1
Building interpersonal relationships	1	Quality commitment/work standards	1
Client service and support	1	Teamwork/collaboration	1
Communication	1	University awareness	1

SCOPE OF RESPONSIBILITY

Functions responsible for	Placing of purchase orders, clearing of pcards and administrative functions about ordering and of goods. General admin function.
Amount and kind of supervision received	General supervision – the incumbent performs a variety of routine duties within established policies and procedures
Amount and kind of supervision exercised	none
Decisions which can be made	Decisions which impact own area of responsibility
Decisions which must be referred	Decisions on all aspects of items purchased, incl vendor used, quality and quantity of item

CONTACTS AND RELATIONSHIPS

Internal to UCT	H3D dept staff and students, UCT Science Faculty Finance Office, Faculty of Health Sciences, UCT creditors section, UCT vendor management, assets office, UCT foreign payments, ICTS.
External to UCT	vendors

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Direct Line Manager/Supervisor	Ayesha Bandeker		1458	28.07.2025
Area Line Manager	Ayesha Bandeker		1458	28.07.2028
HOD	Kelly Chibale		5495	28.07.2025
Dean / ED	Hussein Suleman		2711	11 Sept 2025