

NOTES

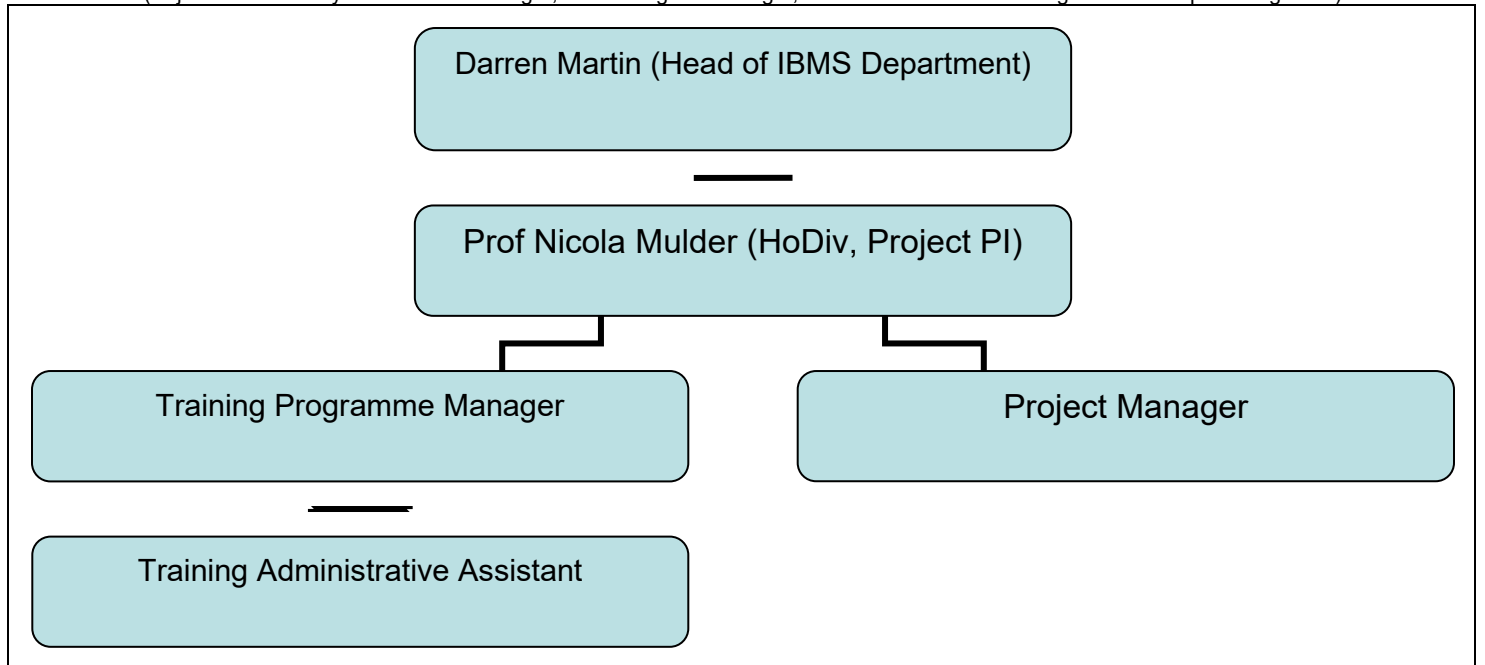
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

| | | | |
|--|------------------------------------|-----------------------------|--|
| Position title | Training Administrative Assistance | | |
| Job title (HR Business Partner to provide) | | | |
| Position grade (if known) | 8 | Date last graded (if known) | |
| Academic faculty / PASS department | Health Sciences | | |
| Academic department / PASS unit | Integrative Biomedical Sciences | | |
| Division / section | Computational Biology | | |
| Date of compilation | 16 th March 2026 | | |

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 work with the African Bioinformatics Institute (ABI) Project Manager and Training Programme Manager, relevant trainers and other stakeholders to provide administrative support for the ABI training and outreach program. The administrator will support identification of training needs, building training resources and content and provide logistical support for stakeholder engagement and ABI events.

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 meetings.</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 | Support ABI training programme | 25% | <ul style="list-style-type: none"> engage with internal and external stakeholders to identify their training needs help to organize logistics of training events liaise with trainers and trainees curate training resources for website | <ul style="list-style-type: none"> Training events supported Training materials curated |
| 2 | Monitoring and evaluation | 20% | <ul style="list-style-type: none"> set up course assessment and evaluation processes monitor course evaluations and respond assist with, and occasionally manage long term impact assessment of training | <ul style="list-style-type: none"> Course evaluation mechanisms and monitoring |
| 3 | Stakeholder engagement | 15% | <ul style="list-style-type: none"> maintain a list of internal and external stakeholders facilitate communication with stakeholders | <ul style="list-style-type: none"> Stakeholders mapped and engaged |
| 4 | Events organization | 20% | <ul style="list-style-type: none"> provide logistical support for events, including sourcing venues, managing travel and communications | <ul style="list-style-type: none"> Events organized efficiently and on time |
| 5 | General administration | 20% | <ul style="list-style-type: none"> provide support for meeting organization and agendas for the ABI Maintain ABI documentation and policies | <ul style="list-style-type: none"> Administrative support provided Documentation, files and folders maintained |

MINIMUM REQUIREMENTS

| | | | | |
|--|--|-------|---|-------|
| Minimum qualifications | Postgraduate Diploma in Administration, Education or a related subject | | | |
| Minimum experience (type and years) | 2 years experience in administration, training and/or education Advantageous: Experience in bioinformatics Knowledge of updating websites, creating online forms, use of course content management systems | | | |
| Skills | Course organization, administration | | | |
| Knowledge | Experience in education/training and course organization Bioinformatics | | | |
| 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'.) | None | | | |
| Competencies (Refer to UCT Competency Framework) | Competence | Level | Competence | Level |
| | Informational Management | 2 | Communication | 2 |
| | Building partnerships | 1 | Planning and organizing / work management | 2 |
| | Building interpersonal relationships | 2 | Professional knowledge and skill | 2 |
| | Client/student service and support | 2 | Individual Leadership | 1 |

SCOPE OF RESPONSIBILITY

| | |
|---|---|
| Functions responsible for | Training and outreach administration |
| Amount and kind of supervision received | Input from line manager in terms of guidance where needed |
| Amount and kind of supervision exercised | N/A |
| Decisions which can be made | N/A |
| Decisions which must be referred | Decisions on training and outreach activities |

CONTACTS AND RELATIONSHIPS

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|-----------------|--|
| Internal to UCT | Professor Nicola Mulder (Head of Division) |
| External to UCT | ABI network |