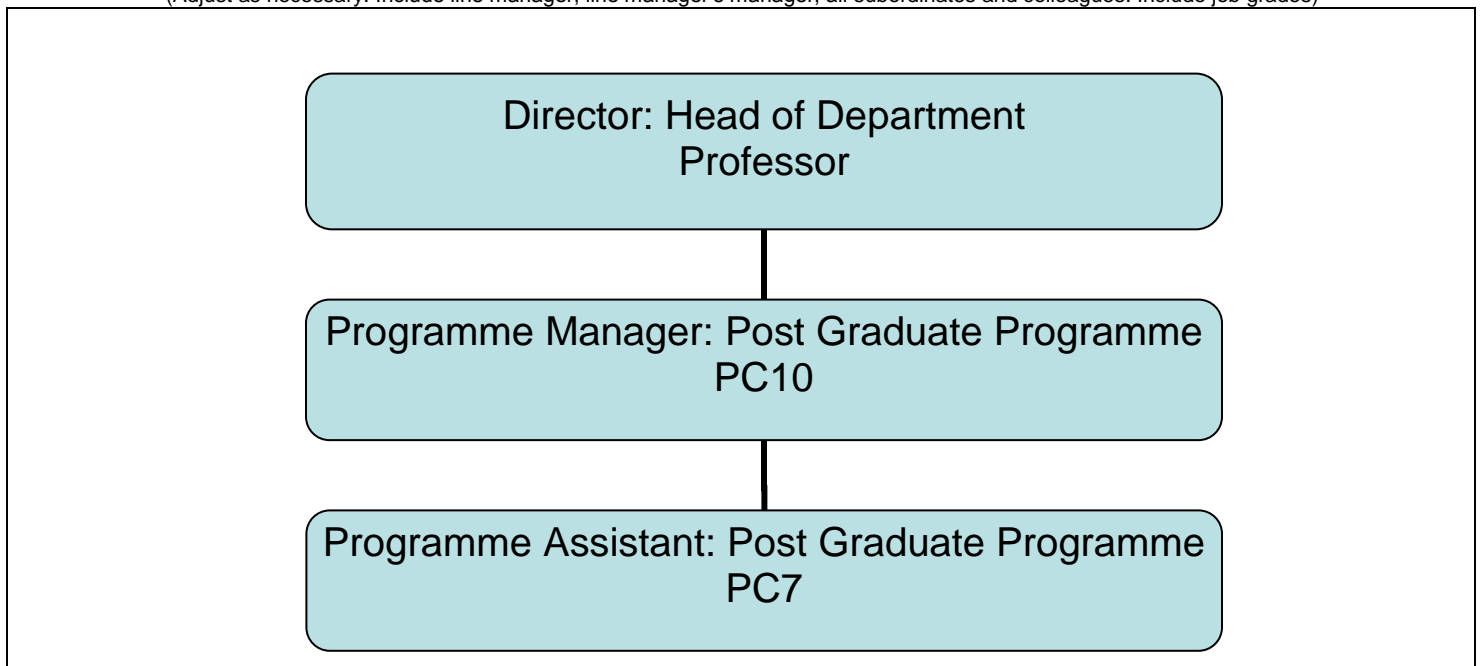


**POSITION DETAILS**

Position title	Programme Assistant – Post Graduate Programme
Job title (HR Practitioner to provide)	Programme Assistant – Post Graduate Programme
Job grade (if known)	PC 7
Academic faculty / PASS department	Commerce
Academic department / PASS unit	Graduate School of Development Policy and Practice
Division / section	
Date of compilation	13 <sup>th</sup> October, 2016

**ORGANOGRAM**

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include job grades)

**PURPOSE**

The main purpose of this position is to provide academic and administrative support to the postgraduate programme of the Graduate School of Policy and Practice, with a particular focus on supporting academic staff and programme participants.

# JOB CONTENT

Key performance areas (4 – 6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1	Preparation for teaching blocks	30%	<ul style="list-style-type: none"> <li>- Liaise with academic director and PG Programme manager to finalise course outlines, reading lists and timetables for each block, including the joint sessions in the second semester;</li> <li>- Ensure that sessions on academic writing and other academic conventions are included</li> <li>- Liaise with Academic Director and lecturers to create readers for each course</li> <li>- Ensure that readers are printed and collated</li> <li>- Set up all courses on VULA in the required format, including detailed course outlines, assignment requirements and resources</li> <li>- Develop course packs for each block, containing academic, scholarship and university information for students</li> <li>- Develop course evaluations for each semester and collate student feedback</li> <li>- Organize welcome and social events for students during the intensive blocks as required</li> <li>- Support the programme Manager in registering students and ensuring the necessary clearances</li> <li>- Ensure sufficient supplies of prescribed books and other materials are available, ordering additional copies as required</li> </ul>	<ul style="list-style-type: none"> <li>- Timetables, courses, course outlines and reading lists are finalized and circulated to staff and students in a timely fashion</li> <li>- Course materials and course packs are prepared, printed and circulated to students and lecturers</li> <li>- Students have access to prescribed texts</li> <li>- All courses are set up on VULA in good time</li> <li>- Registration is completed smoothly and students have all necessary clearances</li> <li>- Evaluations are developed, completed and analyzed for use in future planning</li> </ul>

2	Academic support	50%	<ul style="list-style-type: none"> <li>- Attend all sessions in the intensive blocks of the Masters Programme</li> <li>- Provide support to staff and students during the intensive blocks as required</li> <li>- Train students and staff (where necessary) in the use of VULA</li> <li>- Interact with students during the periods between blocks, tracking progress on assignments and dissertations</li> <li>- Identifying problems and referring them to the Academic Director or Programme Manager if necessary</li> <li>- Support assignment process, including liaison with supervisors, approval of external examiners, ethical clearance and finalization of marks</li> <li>- Support dissertation process, including approval of proposals, supervisors and examiners, ethical clearance and facilitation of writing support, if required</li> </ul>	<ul style="list-style-type: none"> <li>- The Programme Assistant has comprehensive understanding of the material covered in the programme, as well as the broader development context</li> <li>- Students and staff are able to use VULA with confidence</li> <li>- Students are supported during the periods between the intensive blocks and issues/ problems are rapidly identified and referred as necessary</li> <li>- The assignment and marking process is conducted smoothly</li> <li>- The dissertation process is conducted smoothly, in liaison with the Faculty Office</li> </ul>
3	Support and student selection and scholarship process	10%	<ul style="list-style-type: none"> <li>- Support programme Manager in the marketing of the programme</li> <li>- Support the programme Manager in the application and selection process of students</li> <li>- Prepare the brief bios of successful applicants</li> <li>- Support the scholarship selection process</li> <li>- Management of an Alumni database and student data base for the programme</li> <li>- Supporting the programme website and data base with key stake holders for the programme</li> </ul>	<ul style="list-style-type: none"> <li>- The programme is successfully marketed to its target audience, including in other African countries</li> <li>- The application and selection processes are successfully concluded, resulting in a strong intake</li> <li>- The scholarship application and award process is successfully completed, with support provided on an equitable basis</li> <li>- A database with key stakeholder is developed and key communications are sent out to relevant stakeholder whenever necessary especially for marketing purposes.</li> </ul>
4	Other tasks		<ul style="list-style-type: none"> <li>- Support the development of the PhD Programme</li> <li>- Participation in the broader activities of the GSDPP, including planning</li> <li>- Communications support, newsletter support, database management and oversight</li> <li>- Support with the fund raising activities of the programme and with proposal writing where necessary to support the Programme Manager and</li> <li>- Any other tasks as identified by the Programme Manager, Academic Director or Director</li> </ul>	<ul style="list-style-type: none"> <li>- The post graduate programme is fully represented in broader GSDPP activities and planning.</li> <li>- Website page management for the MPhil Programme</li> </ul>

**MINIMUM REQUIREMENTS**

Minimum qualifications	Masters Degree in a relevant field
Minimum experience (type and years)	2 years working experience in an academic environment will be an added advantage

**COMPETENCIES**

Competence	Level	Competence	Level
Communication	2	Organizational	3
Analytical thinking	2	Report writing	2
Stakeholder analysis and management	1	Website management	2
Inter-personal skills	3	Facilitation	2