

 RHODES UNIVERSITY <small>Grahamstown • 6140 • South Africa</small>	Faculty/Division/Office/ Unit/Entity/Institute Science	Position Code HR to complete	Job Grade Not applicable
	DATE PROFILE LAST REVIEWED	July 2015	

			NAME
JOB TITLE	Research Intern	INCUMBENT	Vacant
DEPARTMENT/SECTION	Zoology & Entomology	SUPERVISOR/MANAGER	Martin Villet
JOB TYPE (ACADEMIC/SUPPORT)	Support	HEAD	Head of Department / Director
PERMANENT OR CONTRACT (IF CONTRACT – LENGTH OF CONTRACT)	11 months	FULL-TIME OR PART-TIME (IF PART-TIME HOW MANY HOURS PER DAY)	Full-time
COUNCIL FUNDED POST OR OUTSIDE FUNDED	Council-funded	DATE APPROVED	July 2015

DESCRIPTION OF KEY RESPONSIBILITY AREAS	STANDARDS NORMALLY REQUIRED FOR THESE KINDS OF KRA'S	STANDARD EXPECTED - development post
<p>It is important to note that this is a generic job profile for Research Interns. The department may modify the job profile, i.e. there are some tasks that you may not be required to do and others may be added. Your mentor is responsible for ensuring that you have a job profile that accurately reflects the work you are going to be required to perform and the standard required.</p>		
GENERAL ADMINISTRATIVE AND CLERICAL RESPONSIBILITIES including: <ul style="list-style-type: none"> - prepare, maintain and store sampling devices such as light, pitfall and pan traps; - oversee maintenance requests and keep track thereof; - monitor and maintain stocks of expendable laboratory equipment; - locate and acquire copies of research articles, and archive them for easy reference; - assist in maintaining live animals in culture as necessary; - acquire and strengthen administrative and clerical skills through training courses as required. 40%	<p>Typing, data maintenance and archiving must be done within the timeframes that have been laid down.</p> <p>Filing must be kept up to date and all documentation that is filed should be easy to retrieve when required. When dealing with confidential information the job incumbent is expected to maintain confidence at all times.</p> <p>Ensure that equipment is prepared in advance and kept in stock.</p> <p>Maintenance requests must be done immediately as required, using the relevant system.</p> <p>Intern must attend and pass internal training courses as required.</p>	1 to 3 months in the job: Intern works under the guidance of a mentor, is introduced to administrative tasks and completes these under supervision. S/he has a basic understanding of the requirements of the post.
		4 to 6 months in the job: Intern is able to work independently with a mentor close at hand to assist when necessary. They have a sound understanding of the requirements of the post and can start to anticipate research events/processes/needs.
		7 to 11 months in the job: Intern is able to work independently in a laboratory on their own. They can manage their own activities and can start to contribute to efficiency and effectiveness as regards the laboratory.
RESEARCH RESPONSIBILITIES including: <ul style="list-style-type: none"> - assist and participate in research projects already under way, both in the field and in the laboratory; - interact constructively and effectively with students and staff who are conducting research; - manage, sort, preserve, document and store samples in the laboratory; - keep and maintain records of research 	<p>Intern must be prepared to go to field, sometimes overnight or on weekends.</p> <p>Data must be accurately captured and the intern is required to check their work for accuracy. Attention to detail is paramount.</p> <p>Capable interns will be encouraged to initiate their own research in time.</p>	1 to 3 months in the job: Intern works under the guidance of a mentor, is introduced to research tasks and completes these under supervision. S/he has a basic understanding of the requirements of the post.
		4 to 6 months in the job: Intern is able to work independently with a mentor close at hand to assist when necessary. They have a sound understanding of the requirements of the post and can start to anticipate research events/processes/needs.

DESCRIPTION OF KEY RESPONSIBILITY AREAS	STANDARDS NORMALLY REQUIRED FOR THESE KINDS OF KRA'S	STANDARD EXPECTED - development post
activity; - identify specimens in field samples - capture data generated from research. 40%		7 to 11 months in the job: Intern is able to work independently in a laboratory on their own. They can manage their own activities and can start to contribute to efficiency and effectiveness as regards the laboratory.
FRONT LINE RESPONSIBILITIES including: <ul style="list-style-type: none"> • Answering public enquiries and taking messages • The sending, receiving and forwarding of e-mail • Greeting visitors, answering student queries (where applicable), answering queries from staff and/or member of the public and providing general information. • Making tea or coffee for visitors when required. In the absence of the messenger-cleaner, wash cups if required. • Assist with practical lessons and teaching field trips as required. 20%	Interaction with students, prospective students, parents, the public and visitors to the department should be friendly and helpful at all times. Intern is expected to be knowledgeable about the laboratory in order to respond to queries effectively. In instances where the job incumbent does not have the answer they are expected to find the answer and go back to the person who raised the query.	<p>1 to 3 months in the job: Intern works under the guidance of a mentor, is introduced to frontline tasks and completes these under supervision. They have a basic understanding of the requirements of the post.</p> <p>4 to 6 months in the job: Intern is able to handle queries independently with a mentor close at hand to assist when necessary. They have a sound understanding of the requirements of the post and can start to anticipate queries.</p> <p>7 to 11 months in the job: Intern is able to communicate independently in a department on their own. They can manage their own activities and can start to contribute to efficiency and effectiveness as regards professional communications.</p>

INTERNAL CONTACT:

TYPE OF CONTACT	DAILY/MONTHLY ANNUAL	PURPOSE OF CONTACT
With people within the Laboratory	Daily	To provide administrative, secretarial service. Inefficiency impacts the effectiveness of academic and other support staff, impacting on the overall productivity of the Laboratory.
Other staff in the University	Daily	Visitors to the Laboratory

EXTERNAL CONTACT:

TYPE OF CONTACT	DAILY/MONTHLY ANNUAL	PURPOSE OF CONTACT
Visitors to the office	Daily	Visitors to the Laboratory

JOB REQUIREMENTS**EDUCATION AND EXPERIENCE**

A minimum of a Bachelor's degree with majors in Zoology OR Entomology plus no more than 1 year's professional working experience.

- Please note that candidates who have previous research and statistical experience will be at an advantage.
- Preference will be given to applicant's with a driver's licence.

Other requirements include:

- Should preferably be Black (as defined by the Employment Equity Act).
- Must be from the Eastern Cape and be prepared to reside in Grahamstown for the duration of your Internship (by 'from the Eastern Cape' we mean, those who were born in the Eastern Cape and wish to return, those who have family members in the Eastern Cape and/or those who currently reside in the Eastern Cape).
- Basic Level of Computer Literacy – please note that this may be assessed as part of the recruitment process should you be short listed.
- English at the Grade 12/NQF4 level
- Numeracy skills at the Grade 12/NQF4 level.

FOR INTERNAL STAFF ONLY

The requirements for internal staff is Matric with English at the Grade 12/NQF4 level and numeracy at the Grade 12/NQF4 level.

For staff who have no post Matric qualification as outlined above and no previous clerical/administration or research experience (at least one year if you have no post-Matric qualification as outlined above) you will be expected to serve an internship of 23 months, i.e. February to the following December.

COMPETENCIES, I.E. KNOWLEDGE, SKILLS AND ATTRIBUTES

ADMINISTRATION/TECHNICAL SKILLS

- Ability to communicate effectively, verbally at all levels and in the written form, in English – at least a NQF level 4 English
- Basic Sound numeracy skills – NQF4.
- Typing skills: can type between 15 and 20 words per minute with no more than 5 errors per set of words.
- Basic computer literacy in Word and Excel.
- Diary management and co-ordination.

INTERPERSONAL SKILLS

Ability to work independently and as part of a broader team

WORK BEHAVIOURS

- Action Orientation: Basic organisational skills including the ability to plan, prioritise and meet deadlines, an ability to cope with multiple demands and cope with work pressure, initiative and proactive orientation
- Sound cognitive capacity including the ability to problem solve
- Openness to learning and change, personal flexibility
- Professionalism: Customer service ethic, attention to detail and accuracy, pride in work

To be developed during the internship:

- Advanced computer literacy: having a sound working knowledge of word-processing and spreadsheets, e-mail and internet
- Professionalism
- Office Administration skills which include the successful completion of the Certificate Course in Office Administration
- Ability to anticipate problems and plan accordingly
- Action orientation at the level of the internship post
- Self-awareness
- Self management skills, i.e. able to manage stress, personal demands with work demands, deal with personal problems and not let them impact work negatively, plan your career, work independently and learn to constructively manage conflict at a basic level.

MANAGEMENT/SUPERVISORY DUTIES

None

NUMBER OF SUBORDINATES

None

TYPICAL DEVELOPMENT PATH

What is the typical development path for a person entering this position?

For a staff member wanting to be appointed at the level of a grade 6 Technical Assistant and who do not meet the minimum specs for this level post the internship program is designed assist candidates in getting to the point where they meet the minimum specs for the Grade 6 entry level technical post in the Institution. Once in a grade 6 position the incumbent can the progress into more senior administrative posts within the Institution. Career progression is dependent upon the availability of jobs, the job incumbent having the requisite educational qualifications and experience and the job incumbent doing a good job in their current job.

FUNCTIONAL RESPONSIBILITIES (only if applicable)

PROJECT MANAGEMENT RESPONSIBILITY

Nil

PROCESS MANAGEMENT RESPONSIBILITY

Nil

COST/FINANCIAL CONTROL

(i) Is the jobholder responsible for any aspect of cost control or for materials, stock or equipment? If yes, what is the monetary value and to what extent is the person accountable or responsible?

Nil

(ii) Does the jobholder have a direct responsibility for controlling operational costs or expenses? If so, what is the annual budget (ignoring direct and indirect remuneration costs)?

Nil

LEVEL OF RESPONSIBILITY

Who must authorize, review or clear decisions taken with regard to the jobholder's functions?

Administrative Assistant if there is one within the department or in the absence of the AA, the Head of Department.

What percentage of tasks can be carried out without supervisory input and/ or control?

First 6 months of the internship – between 50% and 60% - in the last 5 months of the internship between 70% and 80%

What critical decisions is the jobholder normally authorized and empowered to make?

Scheduling of own work within the requirements of the job. Liaison with relevant individuals to ensure an efficient and smooth running department within the scope of the job.

PLANNING

- What is the longest (macro) period that the jobholder has to plan ahead?
Monthly
- Typically how long are the micro phases/time periods that the macro planning is divided into?
1 to 2 weeks

ADDITIONAL INFORMATION

Who prepared the job profile?

Martin Villet

Please list all those who have been consulted in the drafting of this profile.

Director: HR

Senior Generalists (support and academic)

Assistant to the Deputy Director

Signature of the line manager

Signature of the employee

Date

Date

Signature of the HoD / Director (where she/he is not the line manager)

Date