

### **MRS ALTA LATEGAN**

- Personal Assistant to HOD
- Budget and finances
- General admin: Staff lists, letters, access, etc.
- Visitors
- Functions
- Kitchen and tea club
- Agendas of dept. meetings
- Support to Executive Committee
- Coordinating professional support staff portfolios
- Office allocations
- Ordering of consumables

### **MRS LYSETTE MUNGANGA**

- Undergraduate student enquiries
- Test and examination arrangements
  - Invigilation
  - Re-marking of paper
  - Chancellors exams
  - Disciplinary cases
- Assisting with Mark processing - 100 - 300 level
- Departmental record of marks
- Preparation of statistics
- Class representatives
- Support to Engineering Committee
- Support to UG Student Affairs
- Yearbooks
- Distribution of consumables

### **MS SAMEDAH DAVIS**

- HR budget & post structure
- Contract appointments & claims
- Duty allocation
- HEMIS
- General admin: Lists, parking, access, departmental calendar, letters
- Support to new and retired staff
- Departmental recordkeeping
- Buildings and facilities(Fault reporting, Access, Photocopiers, Safety, Keys & Security)
- Academic review
- Performance evaluation
- Probation and promotions
- Advertising of post
- Computer hardware
- Support for QTC
- Proposals

### **MR SIMON KHANYE**

- Photocopiers in all three buildings
- Delivering question papers and assessments
- Assisting with assessments
- Collections and deliveries
- Distributing of mail
- Cleaning tearoom and preparing tea and coffee twice a day

### **MRS LORELLE SEPTEMBER**

- Postgraduate Programme support
  - Mark processing 700/800 level
  - Exam arrangements 700/800 level
  - 700 level module files
  - 700 level internal moderator forms
- External Examiners
- Assistant appointments & claims
- General admin: Access, letters, etc.
- Student evaluation
- Textbooks
- Support to PG&R Committee
- Support to Advisory Committee

### **STAFF MEMBER TO BE APPOINTED (15 h.p.w.)**

- Departmental website and Maths Internal
- Publications record and RIMS claims
- Record of visits and conferences
- Blue Bulletin
- Matters preceding for Faculty Board
- Marketing
  - Faculty newsletter
  - Posters
  - Photo board
  - Collages