

MRS ALTA LATEGAN

- Personal Assistant to HOD
- Budget and finances
- Performance evaluation
- Probation and promotions
- Advertising of posts
- General admin: Staff lists, letters, access, etc
- Visitors
- Functions
- Kitchen and tea club
- Agendas of dept meetings
- Support to Executive Committee

NEW APPOINTEE

- 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
- Housekeeping for Botany building
- Academic review

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

MRS LYSETTE MUNGANGA

- Test and examination arrangements
 - Invigilation
 - Re-marking of paper
 - Chancellors exams
 - Disciplinary cases
- Mark processing - 100 - 300 level
- Departmental record of marks
- Preparation of statistics
- Class representatives
- Support to Engineering Committee

NEW APPOINTEE

- Undergraduate student enquiries
- Buildings: Fault reporting, Access, Photocopiers, Safety, Keys & Security
- Announcements, Hier en Elders
- Stationary
- Minutes of dept meetings
- UG Academic programme support: UG Module files, proposals, timetables, yearbooks, study guide info, tuition fees, S/W schools
- Support to UG Student Affairs Committee, IT, Building and office allocation and Quality Teaching Committee

DR ANNÉL SMIT (15 hpw)

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