



Quick reference guide for support staff assistance



NAME AND DETAILS	
<p>Mrs Kathy Pieterse Senior Manager Assistant OFFICE: 5-32 TELEPHONE: 012 356 3260 MOBILE: 082 966 4975 EMAIL: kathy.pieterse@up.ac.za</p>	<p>Module support Secretariat to AAC Secretariat to EOH Division Secretariat to BHMS Division Secretariat to HMS Division Secretariat to PhD oral defences SHSPH Examinations PhD Applications Contact for Learning in Public Health (PHM 870) Member of OPS Student summaries Student track lists Updating of student database Contact person to arrange parking, teas and refreshments Stand in for Ms Kgomotso Modingoana when out of office</p>

NAME AND DETAILS	
<p>Ms Kgomotso Modingoana Departmental Administrator OFFICE : 5-36 TELEPHONE: 012 356 3275 MOBILE: 071 555 0343 EMAIL: kgomotso.modingoana@up.ac.za</p>	<p>Support to Chairperson of SHSPH Tracking of meeting attendance Coordinator of MPH mini dissertation process (In support of FLY@UP) MPH student enquiries: Data submission, leather bound dissertations Issuing of Certificate for Professional Development (CPD) points/ certificates to students and academic staff (Modules and PHS/webinars) Updating of MPH students on SHSPH database Secretariat of OPS Secretariat to FINCOM Booking of SHSPH venues Manage of SHSPH research data store Contact person for SHSPH Gifts for guests Stand in for Mrs Kathy Pieterse and Mrs Hildah Kilani when out of office</p>
<p>Mrs Hildah Kilani Departmental Administrator OFFICE: 5-36 TELEPHONE: 012 356 3263 MOBILE: 071 170 7366 EMAIL: hildah.kilani@up.ac.za</p>	<p>Support Registrar Coordinator, Dr Saiendhra Moodley Support SHSPH Registrars Support undergraduate teaching in SHSPH Module support Secretariat to RESCOM Capturing of Research Outputs: InfoEd System Stand in for Ms Kgomotso Modingoana when out of office</p>
NAME AND DETAILS	
<p>Mrs René De Waal Student Administrator OFFICE: 6-30 TELEPHONE: 012 356 3284 MOBILE: 083 324 4375 EMAIL: rene.dewaal@up.ac.za</p>	<p>All student administration enquiries New student applications and selections Graduations and graduation information SHSPH Timetable Updating the SHSPH PG Book Stand in for Mr Lesiba Mpati when out of office</p>

NAME AND DETAILS	
<p>Mr Tiaan Eksteen Resource Mobilisation Manager OFFICE: 5-28 TELEPHONE: 012 356 3270 MOBILE: 082 340 2788 EMAIL: tiaan.eksteen@up.ac.za</p>	<p>Chairperson: FinCom and Operations Meeting Member of SHSPH Executive Secretariat to EXEC General School enquiries Budget control of SHSPH Funds Permission Manager Grant proposal inquiries Fund raising inquiries SHSPH Marketing SHSPH Website Enterprises at UP Treasurer of SHSPH Social Club Member of HRDC SHSPH Stationery Contact for office keys Module support Electronic notice boards Contact person for SHSPH Facebook page Contact person for SHSPH printer and copiers Stand in for support staff when out of office</p>

NAME AND DETAILS	COORDINATE
<p>Mr Lesiba Mpati Senior Administrative Assistant OFFICE: 6-18 TELEPHONE: 012 356 3292 MOBILE: 072 701 8274 EMAIL: lesiba.mpati@up.ac.za</p>	<p>ASELPH enquiries Secretariat to APC Member of OPS Student registrations All student enquiries Marks SHSPH modules attendance lists Contact person for application of extension of study period Contact for office keys Occupational Health and Safety Representative Graduations and graduation information Member of OPS Contact for audio visual equipment, laptops and laser pointers Contact person for student and staff card access Stand in for Mrs René De Waal and Mr Tiaan Eksteen when out of office</p>
NAME AND DETAILS	COORDINATE
<p>Ms Eudie Hlabioa Project Coordinator - SAFETP National Institute for Communicable Diseases Division of National Health Laboratory Services 1 Modderfontein Road, Sandringham TELEPHONE : 011 386 6542 082 373 0553 E-MAIL : eudieH@nicd.ac.za</p>	<p>SAFELTP enquiries</p>
NAME AND DETAILS	COORDINATE
<p>Mrs Lucretia SijakoL Senior HR Officer</p>	<p>HR enquiries</p>

<p>TELEPHONE: 012 356 3246</p> <p>EMAIL: lucretia.sijako@up.ac.za</p>	
NAME AND DETAILS	COORDINATE
<p>Information technology</p> <p>EMAIL: ithelp@it.up.ac.za</p> <p>OR</p> <p>Service management on PeopleSoft</p>	<p>IT enquiries</p> <p>The Service Management Automation system allows you to search, order and track services that are related to your workplace requirements. It also allows you to explore self-service knowledge documents across a portfolio of services. You may use the service management chat bot functionality of the system to quickly obtain information, and request assistance on general service related matters.</p>
NAME AND DETAILS	COORDINATE
<p>Assets removals</p> <p>Refer to training material on PeopleSoft</p> <p>Or</p> <p>assets@up.ac.za</p>	<p>Asset removal enquiries</p>