



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

RESEARCH AND INNOVATION DIRECTORATE

OFFICE OF THE DIRECTOR

Sefako Makgatho Health Sciences University (SMU) offers professional health sciences training and education in a range of fields through excellence in teaching, learning, innovative research and community engagement. SMU is situated in Ga- Rankuwa (North of Pretoria) and the following position(s) is/are currently available.

Secretary (1 post)

Ref: 72/2020/MJM/P12

The University is looking for an energetic individual who will perform day-to-day activities required for the smooth running of the Research and Innovation Directorate through provision of a proactive secretarial and administrative service. He/She will perform various duties such as receptionist, diary management, filing, attending to student queries, organizing departmental meetings, taking minutes, replenishing supplies, ordering of equipment, administering petty cash, controlling budget, courier liaison, managing travel bookings, community engagement and other administrative duties as assigned. The incumbent reports to the Director: Research and Innovation and will furthermore meet the requirements and competencies as indicated and be responsible for the key performance areas listed below.

REQUIREMENTS

- A three (3) year Secretarial or Office Administration qualification
- At least three (3) years relevant experience in higher education environment and/or committee administration
- Experience in compiling agendas and recording minutes
- Relevant experience in an higher education environment within an academic department dealing with academic programmes administration, student records and procurement administration will be an added advantage
- Willingness to work beyond normal working hours when needed
- Computer literate (Word-processing, Power Point, Excel, Internet & E-mail and E-learning System)
- Ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency

COMPETENCIES

- Attention to detail
- Good interpersonal and communication skills
- Good report writing skills
- Planning and organizational skills
- Integrity and confidentiality

- Problem solving and analytical skills
- Client service orientation
- Teamwork
- Ability to keep information confidential
- Committed and dedicated work ethos
- Ability to work under pressure and meet deadlines

KEY PERFORMANCE AREAS

- Secretarial support to the department and the Director (diary management)
- Financial Administration of the office (budget tracking, procurement, etc.)
- Planning and organizing departmental meetings
- Set up venues for classes; meetings etc. electronically
- Typing all correspondence and reports (monthly, quarterly and yearly)
- Manage the procurement of items necessary for the effective running of the academic and service duties of the department
- Provide administrative support to staff in the department
- Taking minutes in staff and departmental meetings
- Handling all incoming mail and other materials
- Maintain a secure system for storing/filing and retrieving information
- Administration of leave forms and transport claims in the Department
- Submission of documents to relevant departments
- Contribute to the overall development of SMU, and actively promote institutional culture
- Any other duties assigned by the Line Manager

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Closing date: 24 August 2022

Applications from the employment agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Mr MJ Mopai**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at hr.recruitment6@smu.ac.za

The applications may also be posted OR hand delivered to (placing in an application box):

Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi street, Ga-Rankuwa, OR Human Resources Department, P.O Box, 68, MEDUNSA, 0204

It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521 3624.

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make an appointment.