



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

OFFICE OF REGISTRAR

INTERNAL ADVERT

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 below position is currently available.

Records Officer (1 Post)

Ref:33/2022/RM/P9

The University is looking for an energetic individual who will be responsible for proactive and constant supervision, development and support of a culture of high quality records management practice across Sefako Makgatho Health Sciences University. He/she will report to the Deputy Registrar: Governance and must meet the requirements and competencies and be responsible for the key performance areas below.

REQUIREMENTS

- A Bachelor's degree in information management or equivalent
- Five (5) years demonstrable experience in records management environment
- Must have well-developed research skills
- Computer literacy, with a sound knowledge of MS Word, MS Excel, MS Powerpoint and Internet

COMPETENCIES

- Technical/professional knowledge and skill
- Information management skills
- Commitment to quality
- Oral and written communication skills
- Client service and support skills
- Planning and organizing skills
- Building interpersonal relationships
- Ability to think conceptually and maintain objectivity
- High degree of initiative, energy and enthusiasm
- Ability to operate efficiently under pressure and deal effectively with competing demands
- Problem-solving skills

KEY PERFORMANCE AREAS

- Developing, implementing and reviewing the Records Management policy and Archives policy of the University
- Ensure that financial, legal or administrative requirements and regulations as required by the University Records Management policy and legislative frameworks are complied with
- Establish new records management systems
- Developing, maintaining, verifying and evaluating existing records management systems and recommend improvements were required and necessary
- Oversee the switch from paper to electronic record keeping aligned with approved File-Plan
- Classifying and indexing records in line with the approve File Plan
- Paper and document filing, including meeting agendas, minutes and reports to files from Committee Officers
- Provide training to staff who require access or have responsibility for maintaining records
- Upholding of decision register per committee and record keeping thereof
- Dealing with enquiries and requests for information from both internal and external clients
- Ensure data and information confidentiality and protection
- General office administration associated with the records management office
- Contribute to the overall development of SMU and actively improve institutional culture
- Any other duties assigned by the Deputy Registrar: Governance and/or Registrar

Closing date: 10 June 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 TR Moletsane**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at hr.recruitment4@smu.ac.za

The applications may also be posted OR hand delivered to (place 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) 521-4774.

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.