



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SCHOOL OF MEDICINE

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.

Departmental Secretary (4 Posts)

DEPARTMENT OF ANATOMICAL PATHOLOGY (34/2022/JM/P12)

DEPARTMENT OF HAEMATOLOGICAL PATHOLOGY(35/2022/JM/P12)

DEPARTMENT OF PHARMACOLOGY AND THERAPEUTICS (36/2022/JM/P12)

DEPARTMENT OF CARDIO-THORACIC SURGERY (38/2022/JM/P12)

The incumbents will be responsible for the day-to-day activities required for the smooth running of the department of their Academic Departments through provision of a proactive secretarial and administrative service. He/She will variously perform 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 incumbents will report to the HODs and must meet the requirements, competencies and be responsible for the following key performance areas below:

REQUIREMENTS

- Matric (Grade 12)
- Three (3) year Secretarial or Office Administration qualification
- At least three (3) years working experience as a Secretary
- Experience in compiling agendas, recording minutes and action lists to monitor and ensure follow-up of actions
- Experience in navigating online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams
- Sound working knowledge and experience of Ms Word, Ms Excel and MS PowerPoint

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- Willingness to work beyond normal working hours when needed

COMPETENCIES

- Ability to maintain strict confidentiality
- Ability to work under pressure and meet deadlines
- Meticulous attention to detail and commitment to high standard of work
- Good communication and interpersonal skills
- Time management
- Good planning and organizational skills
- Excellent client service skills

KEY PERFORMANCE AREAS

- Secretarial support to the HOD (diary management)
- Financial Administration of the office (budget tracking, stationery orders, etc.)
- Planning and organizing departmental meetings
- Set up venues for classes; meetings etc. electronically
- Typing all correspondence and reports (monthly, quarterly, yearly), including test/exam papers and timetables, as well as PowerPoint slides for lectures and conferences
- 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 meetings, including typing out agenda, and any logistical arrangements required for the efficiency of the meeting
- Handling all incoming mail, and other materials, including coordinating the maintenance of office equipment
- Maintain a secure system for storing/filling and retrieving information
- Administration of leave forms and transport claims in the Department
- Recording and entering of student marks on ITS system
- Maintain stock levels of hard copy course information and material, including the formatting and updating of on-line course brochures, etc
- Assist in the front office/reception as required, and manage front office calls, etc
- Contribute to the overall development of SMU, and actively promote institutional culture
- Any other duties assigned by the HOD/ Line Manager

Closing date: 4 July 2022

Applicants must apply for positions separately indicating the desired department and reference number on their applications.

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 JS Mahlaola**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at hr.recruitment3@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) 521-3906.

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