



## **SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY**

### **SCHOOL OF HEALTH CARE SCIENCES**

### **DEPARTMENT OF NURSING SCIENCES**

#### ***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(s) is/are currently available:

#### **Administrative Officer (1 Position)**

*Ref: 40/2022/RM/P12*

The University is looking for an energetic individual who will be responsible for the effective and efficient administrative support of the operations of the Department and any other responsibilities as requested. The incumbent in this position will be responsible for providing office, academic, administrative and ITS functions within the Department of Nursing Science in the School of Health Care Sciences. The candidate will report to the HOD and will furthermore meet the requirement and be responsible for the key performance areas listed below.

#### **REQUIREMENTS**

- Matric
- Three (3) year diploma or degree in office management/ administration/records management
- At least three (3) years relevant experience in office or committee administration
- Must have good working knowledge of ITS system for entering student assessment marks
- Computer literate (Ms Word, Excel, Power Point, internet, email and ITS)
- 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

#### **COMPETENCIES**

- Technical/professional knowledge and skill
- Administrative knowledge and skill
- Organizational and time management skills
- Results and quality orientation

- Written and oral communication skills
- Ability to work independently and as a team member
- Confidentiality, tact, and discretion when dealing with student information
- Good writing, communication, and presentation skills
- Good interpersonal skills
- Problem solving skills
- Client service orientation

## KEY PERFORMANCE AREAS

- Organise and co-ordinate all logistical aspects related to all events including workshops, meetings, conferences, seminars
- Prepare agendas, minute-taking and do follow-ups on decisions
- Ensure that the department complies to the agreements outlined in the Service Contract
- Maintain and reconcile vendor accounts
- Communicate with all vendors regarding outstanding deliveries and payment procedure
- Liaise with creditors regarding queries and follow up on invoices for payment
- Ordering stationary and maintaining stock required for the department
- Implement and maintain a relevant document management filing system within the department
- Receive purchase order requests from relevant parties and ensure that all requests are signed off by the designated signatories and obtain approval
- Ensure that all new and existing assets are appropriately recorded, registered, and maintained
- Record asset stock count checks every three months by matching up purchase order number, asset number and serial number
- Assist with co-ordination of site visits by sponsors, auditors, and other stakeholders
- Ensure that all necessary documentation relating to SMU travel has been completed and submitted
- Co-ordinate liaison between schools/ departments / sections
- Respond to student / staff / visitor queries
- Develop relevant reports as and when required
- Communicate and consult with relevant stakeholders
- Responsible for compiling class list, compare with official lists and supply staff with updated list
- Record changes in student movement during the year
- Coordinate and ensure the smooth running of academic programmes in the department including arranging lecturer venues
- Administration and input academic information (undergraduate and postgraduate assessment marks) into ITS and prepare management reports
- Administration of exemptions and recognition of prior learning
- Administration and typing of undergraduate and postgraduate student exam reports
- Administration of student records and files
- Contribute to the overall development of SMU and actively improve institutional culture
- Attend to student queries and conduct other duties as shall be allocated by the HOD

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**Closing date: 5 July 2022**

**Applications through Employment Agencies will not be considered.**

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vita, 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.

**THE APPLICATIONS MUST BE 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.**