



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

RESEARCH AND INNOVATION DIRECTORATE

TECHNOLOGY TRANSFER OFFICE

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) are currently available:

Administrative Officer (1 Post) (3 year fixed term contract)

Ref: 43/2022/MJM/TTO

Globally, economic growth is attributed to full exploitation of Intellectual Property (IP) emanating from University based research. In recognition of IP's contribution towards economic growth, the Department of Science and Technology established National Intellectual Property Management Office (NIPMO) to provide assistance to public institutions for the establishment of Technology Transfer Office (TTO). Accordingly, SMU, informed by national priorities on the impact of research and innovation, has established Technology Transfer Office with the mandate to identify, record, protect and eventually commercialize intellectual property emanating from research within SMU.

This office is looking for an incumbent who will provide administrative and secretarial support to SMU innovation ecosystem (comprising **Technology Transfer Office and Centre for Entrepreneurship Rapid Incubator-CfERI**), ensuring the smooth running of all activities of the TTO and CfERI. The incumbent will report to the Manager: TTO and will furthermore meet the requirements and competencies as indicated and be responsible for the key performance areas listed below.

MINIMUM REQUIREMENTS

- Three (3) year Diploma or Degree in Office Management/Administration/Records Management and Archiving
- At least two (2) years' experience in office administration preferably in an academic and/or innovation environment
- Computer literate (MS Word, Excel, Power Point, Internet, Email)
- Experience in compiling agendas and recording minutes
- Ability to collect, record and safe keeping of records
- Experience in navigating online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams

COMPETENCIES

- Must be meticulous and pay attention to detail
- Integrity and strict confidentiality
- Good writing, communication and presentation skills
- Report writing skills
- Planning and organizational skills
- Good interpersonal skills
- Problem solving skills
- Ability to work under pressure and meet deadlines
- Client service orientation

KEY PERFORMANCE AREAS

- Provide administrative support for the execution of the program of the TTO and CfERI
- Responsible for financial administration relevant to the TTO and CfERI including preparing procurement documents, tracking requisitions, expenditure and payments, preparing of reports and maintaining a document management system both manual and electronic.
- Liaise with all relevant stakeholders internal and external to the Offices and keep records on all relevant matters, including financial records for auditing purposes
- Maintain confidentiality in the handling of all staff, student and other data files
- Contribute to the overall development of SMU, and actively promote institutional culture
- Any other duties assigned by Line Manager and/or Director

Closing date: 13 July 2022

All-inclusive salary package: R176 550.00 per annum

Applications from the employment agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain a 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 (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) 521-3624.

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.

Final