



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SCHOOL OF MEDICINE

OFFICE THE DEAN

NELSON MANDELA FIDEL CASTRO PROGRAMME (NMFC)

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:

Administrative Officer (1 post)
(2 year Fixed Term Contract)
Ref: 74/2022/MJM/P12

The University is looking for an energetic individual who will perform day-to-day activities required for the smooth running of the Office through provision of effective administrative and secretarial services. He/she will perform duties such as filing, attending to student administrative queries, organising meetings, taking minutes, replenishing supplies, ordering of equipment, administering petty cash and controlling budget, courier liaison, managing travel bookings, community engagement and other administrative duties as assigned. The incumbent reports to the Office of the Dean and School Operations Manager and will furthermore meet the requirements, competencies and be responsible for the key performance areas listed below:

REQUIREMENTS

- A three (3) year Diploma or Degree in Office Management/Administration/Records Management and Archiving
- At least three (3) years relevant experience in office for academic programme and/or committee administration
- Must have a good working knowledge of the ITS system and management of student marks
- Good understanding and interpretation of financial records and templates
- Experience in compiling agendas and recording minutes
- Experience and knowledge of systems for entering student assessment marks
- Relevant experience in an higher education environment within an academic department dealing with academic programme administration, student records and procurement administration will be an added advantage
- 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 and presentation skills
- Planning and organizational skills
- Integrity and confidentiality
- Problem solving and analytical skills
- Client service orientation
- Teamwork
- Committed and dedicated work ethos
- Ability to work under pressure and meet deadlines

KEY PERFORMANCE AREAS

- Provide efficient administration support to the Deanery and relevant HODs
 - Provide administrative support for the administration, placements, group and sub-group allocations, time-tables and rosters of students enrolled in modules for MBCHB, MBCHB-ECP, NMFC other clinical integrated programmes, Inter-professional Education and Collaborative Practice modules in MBChB
 - Provide administrative support for the entering of marks in all modules and programmes, tracking of vulnerable and at risk students and tabling the relevant documentation as appropriate at examination committee meetings, and for student referrals and follow-up support
 - Disseminate and coordinate completion and submission of the relevant documentation for staff appointments, equipment purchases and transport bookings related to the clinical and research modules
 - Provide administrative support to lecturing staff related to course codes, linkages to the relevant Blackboard courses, uploading of course materials, typing and uploading of assessments (online or otherwise), coordinate submission of integrated patient case and other assignments, invigilation at assessment events and keeping track of progress regarding marking and feedback to students
 - Provide secretarial and committee support to all academic planning and curriculum development committees related to modules and programmes, prepare documentation and responsible for archiving and filing of all correspondence related to accreditation, quality assurance and benchmarking of such modules
 - Assist with student registration checking for the modules, including documentation related to exemptions, exclusions, preparation of academic reports and certificates as well as Oath taking and graduation ceremonies, certificates of excellence etc
 - Maintain confidentiality in the handling of students' records and files including formative and summative assessment results as well as in handling staff files and grant funding records and reports
 - Contribute to the overall development of SMU, and actively promote institutional culture
 - Any other duties assigned by the HOD and/or Dean
-

Closing date: 24 August 2022

Applications from the employment agencies will not be considered.

SMU offers a competitive total guaranteed package, inclusive of a range of benefits such as medical aid and pension fund.

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.