



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SCHOOL OF MEDICINE

DEPARTMENT OF PAEDIATRICS AND CHILD HEALTH

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.

Medical Technical Officer (1 Post)

78/2022/JSM/P10

The University is looking for an energetic and vibrant individual who will be required to manage and process various research activities within the Department of Paediatrics and Child Health as directed. The incumbent reports to the Head of Department: Paediatrics and Child Health and will furthermore meet the requirements and competencies as indicated and be responsible for the key performance areas listed below.

REQUIREMENTS

- B Cur or relevant Nursing Sciences Degree/Diploma
- At least three (3) years clinical nursing experience
- Current registration with SANC
- Evidence of previous involvement with data collection and data capturing
- Evidence of previous involvement with clinical research
- Evidence of competence in writing reports
- Evidence of participation in professional, industry and/or community activities
- Computer literacy, with a sound knowledge of MS Word, MS Excel and Internet
- Ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency

COMPETENCIES

- Technical/professional knowledge and skill
- Quality commitment
- Good planning & organizing skills
- Good interpersonal and relationship building skills
- Good Communication skills (written and verbal)
- Adaptability
- Contributing to team success

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- Client/student service oriented
- Continuous learning
- Managing work
- Safety awareness
- Ability to maintain strict confidentiality
- Problem solving skills
- Time management skills

KEY PERFORMANCE AREAS

- Data recording and maintenance in all the Paediatric Wards and Units in Paediatrics and Child Health
- Review of clinical records, data, capturing and analysis of clinical data, preparing and generation of departmental reports.
- Preparation, generation and producing of reports at regular intervals aligned with the departmental targets and objectives
- Support and facilitation of the conduct of research and clinical studies within the department of Paediatrics and Child Health
- Where appropriate, initiate and conduct appropriate research thus contributing to a scholarship footprint within Paediatrics and Child Health
- Contribute to the development and integration of community engagement interventions into academic curriculum
- Facilitate the creation and maintenance of information systems and research databases
- Monitor and supervise undergraduate assessments thus accordingly assist with the recording of students' results
- Contribute to quality assurance through attendance of appropriate committee meetings including capturing of minutes and writing reports pertaining to these meetings
- Contribute to the overall development of SMU, and actively promote institutional culture
- Any other duties assigned by the HOD.

Closing date: 25 NOVEMBER 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. 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.

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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