



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

STUDENT AFFAIRS AND RESIDENCES DEPARTMENT

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:

INTERNSHIP POSITIONS (4 posts)

(12 months contract)

(Ref:93/2022/BGM/Intern)

Mindful of the prevailing socio-economic conditions in South Africa, and in support of the national transformation agenda, Sefako Makgatho Health Sciences University (SMU) would like to provide internships to deserving young unemployed citizens. In this way, SMU hopes to provide experience to young South Africans, and give them the opportunity to be employable and to compete in the job market. The incumbents will be exposed to gaining experiential learning in the field of Office Administration and they must meet the requirements and competencies, and be responsible for the key performance areas listed below:

Requirements

- A three-year post-matric Administration qualification (attach transcript)
- New entrants into Administration environment (in other words you must not have held an Administration internship before)
- Computer literacy (MS Office Suite)
- Ability to pay attention to detail
- Must be a South African citizen
- Additional driver's license

Competencies

- Time management
- Confidentiality, tact and discretion when dealing with people
- Communication and Interpersonal skills
- Planning and organizing
- Client orientation
- Result focus
- Stress tolerance

Duties

- Perform administration tasks and provide support to Student Affairs and Residences Department
- Assist in responding to all Student Affairs and Residences related queries, under supervision

- Assist with all the activities in the department such as:
 - Organize and schedule meetings
 - Minute taking
 - Typing of letters, memos and reports
 - Filing
 - Travelling logistics
 - Accommodation Bookings
- Rotate to receive exposure to relevant Student Affairs and Residences functions
- Contribute to the overall development of SMU and actively improve institutional culture
- Any other Administration related duties assigned by the office

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Closing date: 12 December 2022

Applications from Employment Agencies will not be considered.

Typed applications which indicates a reference number, should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Ms BG Mbanjwa, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or e-mail applications in MS Word format, to hr.recruitment5@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, Garankuwa, 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.

A database of applications received through this advert will be kept for 24 months. Further placements pertaining to this post within the 24 months period will be made from that database.

Telephonic enquiries regarding conditions of service: (012) 521-3071.

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