



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SCHOOL OF MEDICINE

DEPARTMENT OF FAMILY MEDICINE

Sefako Makgatho Health Sciences University (SMU) is a professional institution that 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 is currently available:

SECRETARY (1 POST)

Ref: 10 /2023/JMS/P12

The University is looking for an energetic individual who will perform day-to-day activities required for the smooth running of the Department of Family Medicine through the provision of proactive secretarial and administrative services. He/She will perform various duties such as receptionist, diary management, filing, attending to student queries, organizing departmental meetings, taking minutes, replenishing supplies, ordering of equipment, administering petty cash, controlling budget, logistical arrangement and other administrative duties. The incumbent reports to the Head of the Department, and must meet the requirements, competencies and be responsible for the key performance areas listed below.

MINIMUM REQUIREMENTS

- Matric/ Grade 12 with a three (3) year Secretarial or Office Administration qualification
- At least two (2) years secretarial experience
- Experience in compiling agendas and recording minutes
- Relevant experience in the higher education environment within an academic department dealing with academic programmes administration, student records and procurement administration will be an added advantage
- Willingness to work beyond normal working hours
- 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

- Technical / professional knowledge and skills
- Ability to pay attention to detail
- Good interpersonal and communication skills

- Good report writing skills
- Planning and organizational skills
- Integrity and ability to keep information confidential
- Problem solving and analytical skills
- Client and student service orientation
- Teamwork
- Committed and dedicated work ethos
- Ability to work under pressure and meet deadlines

KEY PERFORMANCE AREAS

- Secretarial support and diary management of the HOD, and support to the rest of the department
- Financial administration such as budget tracking, stationery orders, etc.
- Manage the procurement of items necessary for the effective running of the academic and service duties of the department
- Planning and organizing departmental meetings as well as setting up of venues for classes
- Typing all correspondence and reports (monthly, quarterly, yearly), including test/exam papers and timetables, as well as PowerPoint slides for lectures and conferences
- Provide administrative support to staff in the department
- Take minutes during staff meetings, including typing out of agenda, and any logistical arrangements required for the efficiency of the meeting
- Handle all incoming mail, and other materials, including coordinating the maintenance of office equipment
- Maintain a secure system for storing/filling and retrieving information
- Administration of claim forms and appointments for the department
- Record and enter student marks on ITS system
- Maintain stock levels of hard copy course information and material, including the formatting and updating of on-line course brochures, etc
- Assist in the front office/reception as required, and manage front office calls, etc
- Contribute to the overall development of SMU, and actively promote institutional culture
- Perform any other duties assigned by the line manager

Closing date: 22 March 2023

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.

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

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