



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SCHOOL OF MEDICINE

DEPARTMENT OF GENERAL SURGERY

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:

Administrative Officer (1 post)

Ref: 12/2023/JSM/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 General Surgery through provision of effective administrative and secretarial services. He/She will perform various duties such as filing, attending to student administrative queries, organizing departmental 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 Head of Department: Department of Nursing Sciences and must meet the requirements, competencies and be responsible for the key performance areas below.

MINIMUM REQUIREMENTS

- Matric/ Grade 12 with a three (3) year Diploma or Degree in Office Management/ Administration/ Records Management and Archiving
- At least three years' relevant experience in Office or Committee Administration
- Must have a good working knowledge of the ITS system
- 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 will be an added advantage
- Relevant experience in a 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)

COMPETENCIES

- Technical/ professional knowledge and skill
- Attention to detail
- Good interpersonal and communication skills
- Good report writing and presentation skills
- Planning and organizational skills
- Integrity and ability to keep information confidential
- 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

- General Administration
 - Diary Management
 - Minute taking, typing and distribution of agendas and minutes
 - Photocopying, scanning of documentation
 - Maintaining a filing system
 - Updating databases and data capturing
 - Answering and screening of telephone calls, taking messages and receive visitors
 - Make travel arrangements
 - Typing correspondence and documentation
- Financial Administration
 - Processing and monitoring purchases
 - Maintaining stock required for the department
 - Implement and maintain a relevant document management system in relation to the procurement function
 - Receive purchase order (PO) requests from relevant parties
 - Ensure that all PO requests are signed off by the designated signatories and obtain approval
 - Communicate with all vendors regarding outstanding deliveries and payment procedure and clear unpaid PO's on a monthly basis
- Asset Administration
 - Ensure that all new and existing assets are appropriately recorded, registered, insured and maintained
 - Record asset stock count checks every three months and match up purchase order numbers, asset numbers as well as serial number
- Conference/Event Organising
 - Organise and co-ordinate all logistical aspects related to all events including workshops, meetings, conferences, seminars
 - Assist with co-ordination of site visits by sponsors and auditors
 - Ensure that all necessary documentation relating to SMU travel has been completed and submitted
- Client Liaison
 - Co-ordinate liaison between schools/ departments / sections
 - Respond to student / employees and visitors queries
 - Interact in a polite and professional manner with all clients (internal and external)

- Monitoring, Evaluation and Reporting
 - Communicate and consult with relevant stakeholders
 - Develop relevant reports as and when required
- Perform any other duties as assigned by the Line Manager
- Contribute to the overall development of SMU and actively improve institutional culture

Closing date: 23 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 (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 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.