



## **SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY**

### **OFFICE OF THE DEPUTY VICE CHANCELLOR**

#### **INTERNATIONALISATION DIRECTORATE**

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: 37 /2023/RM/P12*

The University is looking for an energetic individual who will perform day-to-day activities required for the smooth running of the Directorate Internationalisation through provision of effective administrative and secretarial services. He/She will perform various duties such as filing, 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 Director: Internationalisation and must meet the requirements, competencies and be responsible for the key performance areas below.

#### **REQUIREMENTS:**

- Three (3) year diploma or degree in Office management/administration
- At least three (3) years relevant experience in Office administration
- Experience working in an International Office will be an added advantage
- Experience in compiling agendas, recording minutes and action lists to monitor and ensure follow-up of actions
- Computer literate (Ms Word, Excel, Power Point, internet, email, and experience in navigating online platforms such as Zoom and Microsoft Teams)

#### **COMPETENCIES:**

- Technical/professional knowledge and skill
- Organizational and time management skills
- Results and quality orientation
- Written and oral communication skills
- Ability to work independently and as a team member
- Confidentiality, tact and discretion when dealing with student information
- Good written and verbal communication skills
- Good interpersonal skills

- Problem solving skills
- Client service orientation

## KEY PERFORMANCE AREAS

- Organise and co-ordinate all logistical aspects related to all events including hosting international visitors, workshops, meetings, conferences, seminars
- Prepare agendas, minute-taking, and follow-up on decisions
- Maintain and reconcile vendor accounts
- Communicate with all vendors regarding outstanding deliveries and payment procedure
- Liaise with creditors regarding queries and follow up on invoices for payment
- Ordering stationary and maintaining stock required for the Directorate
- Implement and maintain a relevant document management filing system within the Directorate
- Receive purchase order requests from relevant parties and ensure that all requests are signed off by the designated signatories and obtain approval
- Ensure that all new and existing assets are appropriately recorded, registered and maintained
- Record asset stock count checks every three months by matching up purchase order number, asset number and serial number
- Assist with co-ordination of site visits by stakeholders
- Ensure that all necessary documentation relating to SMU travel has been completed and submitted
- Co-ordinate liaison between schools/ departments / sections
- Respond to student / staff / visitor queries
- Develop relevant reports as and when required
- Communicate and consult with relevant stakeholders
- Record changes in international student movement during the year
- Administration of international student records and files
- Contribute to the overall development of SMU and actively improve institutional culture
- Attend to student queries and conduct other duties as shall be allocated by the Director

.....

**Closing date: 5 July 2023**

**Applications through Employment Agencies will not be considered.**

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vita, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Mr TR Moletsane** to the Human Resources Department, P.O Box 68, Medunsa, 0204, or by email at [hr.recruitment4@smu.ac.za](mailto:hr.recruitment4@smu.ac.za)

**APPLICATIONS MAY ALSO BE 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) 521-4774.*

**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.**