



**SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY**  
**SCHOOL OF MEDICINE**  
**DEPARTMENT OF OTORHINOLARYNGOLOGY (ENT)**

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 is currently available:

**Secretary (1 post)**

Ref: 40/2023/JSM/P12

The University is looking for a dynamic and energetic individual with meticulous attention to detail who will support/assist the HOD of Otorhinolaryngology with the daily secretarial, administration, maintenance and coordination of the department's functions and responsibilities, for high-performance and student support. The incumbent reports to the HOD: Otorhinolaryngology, and will furthermore meet the requirements and be responsible for the key performance areas and competencies listed below:

**REQUIREMENTS**

- Matric/Grade 12
- Three (3) year Secretarial or Office Administration qualification
- At least three (3) to five (5) years working experience as a Secretary
- Experience in compiling agendas, recording minutes and action lists to monitor and ensure follow-up of actions
- Computer literate (Microsoft Word, Excel, Power Point, Internet, Email)
- Experience in navigating online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams

**COMPETENCIES**

- Technical/professional knowledge and skill
- Good communication and interpersonal skills
- Good writing and presentation skills
- Ability to maintain strict confidentiality
- Client service orientation
- Meticulous attention to detail
- Ability to work under pressure
- Excellent Coaching and mentoring skills
- Problem solving Skills
- Professional and ethical standards, personal impact, stature, and credibility

- Building strategic alliances and partnerships
- Aligning performance to success
- Facilitating change
- A team player

## KEY PERFORMANCE AREAS

- Secretarial support to the HOD (diary management)
- Financial Administration of the office (budget tracking, stationery orders, etc.)
- Planning and organizing departmental meetings
- Set up venues for classes; meetings etc. electronically
- Typing all correspondence and reports (monthly, quarterly, yearly), including test/exam papers and timetables, as well as PowerPoint slides for lectures and conferences
- Manage the procurement of items necessary for the effective running of the academic and service duties of the department
- Provide administrative support to staff in the department
- Taking minutes in staff meetings, including typing out agenda, and any logistical arrangements required for the efficiency of the meeting
- Handling all incoming mail, and other materials, including coordinating the maintenance of office equipment
- Maintain a secure system for storing/filing and retrieving information
- Administration of leave forms and transport claims in the Department
- Recording and entering of 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.
- Actively improve institutional culture
- Contribute to the overall development of SMU and actively promote institutional culture
- Any other duties assigned by the HOD/ Line Manager

**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 JS Mahlaola** to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at [hr.recruitment3@smu.ac.za](mailto:hr.recruitment3@smu.ac.za)

**APPLICATIONS MAY ALSO BE HAND DELIVERED TO (PLACE IN AN APPLICATION BOX):**

**HUMAN RESOURCES DEPARTMENT, 5<sup>TH</sup> 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.**

Final