



SCHOOL OF MEDICINE

DEPARTMENT OF PHYSIOLOGY

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:

Medical Technical Officer (1 post)

Ref: 44/2023/JSM/P10

The School is looking for a vibrant individual who will be required to assist in research activities and practicum sessions and provide technical support towards undergraduate practicum within the Department of Physiology as directed. The incumbent reports to the Head of Department and should meet the requirements and competencies as indicated and be responsible for the key performance areas listed below.

REQUIREMENTS

- A BSc honours in Physiology
- At least two (2) years' experience as a laboratory assistant in Physiology or involvement in University undergraduate student practicals
- Evidence of previous involvement with data collection and data capturing
- Experience in technique training and use of equipment will be an added advantage
- Ability to use MS word, Excel and literature search
- Computer literate (Ms Word, Excel, Power Point, Internet, Email)
- Experience in navigating online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams
- Valid driver's license (code 8)

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

- Provide technical support towards undergraduate practicals
- Ensure that lab equipment is clean and maintained
- Make bookings of laboratories
- Assist in all Physiology undergraduate practicals
- Assist in relevant administrative duties with regard to undergraduate training and assessments (release of student scripts)
- Assist postgraduate students in technique training and use of equipment
- Data recording and assistance in various studies within the Department
- Facilitate the creation and maintenance of information systems and research databases
- Collect medicinal plants, animals, or patients from other institutions/ home to the Physiology department for research purposes
- Invigilating during tests
- Actively improve institutional culture and contribute to the overall development of SMU
- Any other duties as assigned by the HOD

Closing date: 5 July 2023

Typed applications (quoting the reference number) which should contain a 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

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.