



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SCHOOL OF MEDICINE

DEPARTMENT OF PHARMACOLOGY AND THERAPEUTICS

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:

Administration Officer (1 post)

Ref: 41/2023/JSMP12

The University is looking for a dynamic and energetic individual with meticulous attention to detail who will support/assist the HOD of Pharmacology and Therapeutics with the daily administration, maintenance and coordination of the department's functions and responsibilities, for high-performance and student support. The incumbent reports to the HOD, 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 diploma or degree in Office Management/ Office Administration or Records Management and Archiving
- At least three (3) years relevant experience in office or committee administration
- Experience in compiling agendas, recording minutes and action lists to monitor and ensure follow-up of actions
- Must have a good working knowledge of the ITS system for entering student assessment marks
- Computer literate (Ms 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

- Responsible for compiling class list, compare with official lists and supply staff with updated list
- Monitor changes in student movement during the year
- Coordinate and ensure the smooth running of academic programmes and accommodation of students in the program including arranging lecturer venues
- Administration and input academic information (undergraduate assessment marks) into ITS and prepare management reports
- Conduct student registration in the department and monitor performance (identifying poor performing students)
- Administration of exemptions and recognition of prior learning
- Administration and typing of undergraduate student exam reports
- Administration of student records and files
- Quality assurance for official university results (tests/examination)
- Actively improve institutional culture
- Contribute to the overall development of SMU
- Attend to student queries and conduct other duties as shall be allocated by the HOD

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

THE APPLICATIONS MAY 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) 521-3906.

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.