



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEVELOPMENT GRANTS OFFICE

SIBUSISO BENGU DEVELOPMENT PROGRAMME (SB-DP)

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)
(3-year fixed term contract)
Ref: 39/2023/MJM/P12

The University is looking for an energetic individual who will be responsible for the day-to-day activities required for the smooth running of the Development Grants Office through the provision of a proactive secretarial and administrative service. He/She will variously perform duties such as receptionist, diary management, filing, attending to student queries, organizing departmental meetings, taking minutes, replenishing supplies, ordering of equipment, administering petty cash, controlling budget, courier liaison, managing travel bookings and other administrative duties as assigned. The incumbent reports to the Head of the Department: Development Grants Office and must meet the requirements, competencies and be responsible for the following key performance areas below:

REQUIREMENTS

- Matric (Grade 12)
- Three (3) year Diploma or Degree in Secretarial/Office Administration/Management Assistant qualification
- At least three (3) to five (5) years working experience as a Secretary
- Relevant experience in a higher education environment within an academic department dealing with academic programmes administration, student records and procurement administration will be an added advantage
- Experience in compiling agendas and recording minutes
- Computer literate (Word-processing, Power Point, Excel, Internet & E-mail and E-learning System)
- Willingness to work beyond normal working hours when needed.

COMPETENCIES

- Technical/professional knowledge and skills
- Meticulous attention to detail and commitment to high standard of work
- Good interpersonal and communication skills
- Good report writing skills

Pretoria News, 14 Jun 2023

- Planning and organizational skills
- Integrity and confidentiality
- Problem solving and analytical skills
- Client service orientation
- Teamwork
- Ability to keep information confidential
- Committed and dedicated work ethos
- Ability to work under pressure and meet deadlines

KEY PERFORMANCE AREAS

- Correspondence handling and prepare responses containing routine enquiries
- Processing all incoming emails and other correspondences and records
- Read and analyses incoming memos, submissions and reports to determine their significance and plan their distribution
- Plan and schedule meetings and functions, and ensure that all relevant documentation is available for meetings
- Manage office incoming calls, screen them and respond as required
- Scheduling appointments, time management and keeping it up to date
- Make travel and accommodation arrangements
- Maintain office equipment
- Develop and maintain a document management/filing system
- Answer queries and complaints for internal and external visitors
- Use own initiative and handle problems and direct to relevant office
- Assist in the drafting and managing the departmental budget
- Develop relevant reports as and when required
- Communicate and consult with relevant stakeholders
- Contribute to the overall development of SMU, and actively promote institutional culture
- Any other duties assigned by the Head of Department

.....
Closing date: 5 July 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 MJ Mopai**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 **or** by e-mail at hr.recruitment6@smu.ac.za

**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 3624.

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Pretoria News, 14 Jun 2023

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.