



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

BUILT ENVIRONMENT DEPARTMENT

CLEANING SECTION

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 Assistant (1 Position)

Ref: 48/2023/KM/P13

The University is looking for an energetic individual who will perform day-to-day activities required for the smooth running of Cleaning Section through provision of effective administrative support assistant services. He/she will perform duties to support the administrative operations of the department and any other responsibilities as requested. The incumbent reports to the Head: Cleaning and must meet the requirements, competencies and be responsible for the key performance areas below.

REQUIREMENTS

- Matric/Grade 12
- One (1) to two (2) years' relevant experience
- Computer literate (Ms Word, Excel, Power Point, internet, email)

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

- Compile and circulate dates of monthly staff/other meetings, set up meetings and venues via the electronic diary and co-ordinate meetings/functions
- Take minutes, type up and distribute to meeting attendees
- Receive telephone calls and direct them to the appropriate staff or deal with the enquiry and take messages
- Receive all incoming emails and letters/correspondence
- Keep records of all correspondence
- Manage HOD diary
- Maintain and reconcile vendor accounts and liaise with creditors regarding queries
- Follow up on invoices for payment and submit purchase orders for payment to the required office
- Processing and monitoring purchases and ordering cleaning material
- Maintaining inventory level required for the section
- Implement and maintain a relevant document management system in relation to the procurement function
- Receive purchase order requests from relevant parties and ensure that all PO requests are signed off by the designated signatories and obtain approval
- Communicate with all vendors regarding outstanding deliveries and payment procedure
- Clearing unpaid PO's monthly
- Ensure that all necessary documentation relating to SMU travel has been completed and submitted
- Develop relevant reports as and when required
- Communicate and consult with relevant stakeholders
- Contribute to the overall development of SMU and actively improve institutional culture
- Any other duties assigned by the HOD and/or Director

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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 AK Mothabela** to the Human Resources Department, P.O Box 68, Medunsa, 0204, or by email at hr.recruitment7@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, GARRANKUWA, 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) 521-4433.

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