



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunities below:

INTERNSHIP POSITIONS – (50 posts)

(6 months programme)

Ref: 1/2023/PYES/Intern

The Department of Higher Education and Training (the Department) is participating in the Presidential Youth Employment Stimulus (PYES) programme, which is a government programme coordinated in the Presidency. The programme seeks to provide temporary employment opportunities for young graduates from universities who have not been able to find employment, and also offer opportunities for graduates to gain useful experience in a range of areas that can improve their readiness for employment and open up career pathways that may not have been available without work experience.

The Department has requested Universities South Africa (USAf) to manage this programme for its duration to ensure well-coordinated implementation, given its coordination role in the sector. The incumbents will be exposed to gain experiential learning in different fields and need to meet the following basic requirements and key performance areas:

HUMAN RESOURCES DEPARTMENT

Requirements:

- Diploma or Degree in HR Management/HR Development/Labour Relations /Employee Relations (7 posts)

FINANCE DEPARTMENT

Requirements:

- Post-School Diploma or Degree in Financial Management, Accounting, Commerce, or Supply Chain (1 Post)
- Diploma in Business Studies/ Management Assistant / Office Administration (1 Post)

ENROLMENT SECTION: POST GRADUATE STUDIES

Requirements:

- Diploma in Business Studies/ Management Assistant / Office Administration (1 Post)

SCHOOL OF MEDICINE: OFFICE OF THE DEAN

Requirements:

- Diploma in Business Studies/ Management Assistant / Office Administration (1 Post)

- Bachelor of Social Sciences, Bachelor of Arts (anthropology/sociology), BSc (in any field of science) (1 Post)

ORTHOPAEDICS HOD & HANDS & MICRO SURGERY HOD DEPARTMENT

Requirements:

- Diploma in Business Studies/ Management Assistant / Office Administration (1 Post)

POME DEPARTMENT

Requirements:

- Diploma in Business Studies/ Management Assistant / Office Administration (1 Post)

PHYSIOTHERAPY DEPARTMENT

Requirements:

- Diploma in Business Studies/ Management Assistant / Office Administration (1 Post)

GENERAL SURGERY DEPARTMENT

Requirements:

- Diploma in Business Studies/ Management Assistant / Office Administration (2 Post)

SCHOOL OF HEALTH CARE SCIENCES: OFFICE OF THE DEAN

Requirements:

- Diploma in Business Studies/ Management Assistant / Office Administration (1 Post)
- BTECH / Honours / Masters / PHD in any research field, preference will be given to Health Science graduates (1 Post)

ORAL HYGIENE AND DENTAL THERAPY DEPARTMENT

Requirements:

- Diploma in Business Studies/ Management Assistant / Office Administration (1 Post)

OPHTHALMOLOGY DEPARTMENT

Requirements:

- Diploma in Business studies/Management studies/Administration (1 Post)

COMMUNICATIONS AND MARKETING DEPARTMENT

Requirements:

- 3-year Diploma or Degree in Media Studies/Sound Engineering/Journalism or related fields (1 Post)
- 3-year Diploma or Degree in Public Relations/ Communication/ Media Studies/ Journalism/ Graphic Design (1 Post)

BUILT ENVIRONMENT DEPARTMENT

Requirements:

- N4 Level Millwright certification, Millwright trade test, Registered artisan (Dept. of labor) red seal (1 Post)
- Minimum N4 Certificate, Relevant Boiler-making Technical Qualifications, Red sealed Engineering Trade certificate (1 Post)
- Minimum N4 Certificate, Electrical trade test (1 Post)
- BEng/BSc/BTech/ ND Mechanical Engineering (1 Post)
- Bachelor's degree in Architecture or related field (1 Post)

- Minimum N4 Certificate, Carpentry trade test (red seal) (1 Post)
- Bricklaying trade certificate (red seal is recommended), N6 Refractory Masonry (Bricklaying) (1 Post)
- Diploma in Business Studies/ Management Assistant / Office Administration (1 Post)

BUILT ENVIRONMENT DEPARTMENT: GROUNDS AND MAINTENANCE

Requirements:

- Diploma in Horticulture or Landscape Management/Technology (1 Post)
- Diploma in Landscape Architect/BSc in Landscape Architect (1 post)
- BSc in Natural Sciences/Environmental Sciences/Environmental Management/ Environmental Engineering (1 post)
- Diploma in Business Studies/ Management Assistant / Office Administration (1 Post)
- SAQA National Certificate: Agricultural Equipment Service and Repair / N3 in Mechanical Engineering and Diesel Theory with completed practical's (1 Post)
- Agriculture Diploma in Irrigation at NQF Level 6 or National Certificate in Landscape Irrigation/ Irrigation Installation and Management at NQF Level 4 (1 Post)

BUILT ENVIRONMENT DEPARTMENT: CLEANING

Requirements:

- Diploma in Business Studies/ Management Assistant / Office Administration (1 Post)

COMPUTER SCIENCE AND INFORMATION TECHNOLOGY DEPARTMENT

Requirements:

- Undergraduate/ Honours degree in Computer Science (1 Post)
- Diploma in Business studies/Management studies/Administration (1 Post)
- BTech in ICT/BSc majoring in Computer Science/ BSc Honours in Computer Science (1 Post)

ICT DEPARTMENT

Requirements:

- BSc Computer Science/Information Technology/B-Tech Information Technology/National Diploma/Diploma in Information Technology/Computer Systems OR equivalent (3 Posts)

STUDENT AFFAIRS DEPARTMENT: OFFICE OF THE DIRECTOR

Requirements:

- Diploma or Degree in Office Management, Administration (1 Post)

STUDENT AFFAIRS DEPARTMENT: SPORTS AND RECREATION

Requirements:

- Qualifications in Sport Science/Biokinetics from accredited institutions (1 Post)
- Degree, diploma, or certificates in Sport Management, Officiating and Coaching Sciences or related fields (1 Post)

STUDENT AFFAIRS DEPARTMENT: CAMPUS HEALTH

Requirements:

- Diploma or degree in Nursing Science; Degree in Pharmacy; Diploma or Degree in Office Management, Administration (1 Post)

STUDENT AFFAIRS DEPARTMENT: STUDENT RESIDENCES

Requirements:

- Diploma or degree in Social Science (1 Post)

STUDENT AFFAIRS DEPARTMENT: STUDENT LIFE**Requirements:**

- Diploma or Degree in Office Management, Administration (1 Post)

INHERENT JOB REQUIREMENTS

- Graduates between the ages of 18 and 35
- Not studying full time, classes preferably after hours
- Must be a South African citizen

COMPETENCIES

- Planning & organising
- Computer literate (MS Office Suite)
- Good communication and Interpersonal skills
- Ability to pay attention to detail
- Time management
- Good communication skills
- Confidentiality, tact and discretion when dealing with people (Client focus)
- Result focus
- Stress tolerant

KEY PERFORMANCE AREAS

All the appointed interns will be given experiential learning in their allocated departments as mentioned above.

THE FOLLOWING CRITERIA APPLY TO THE SELECTION OF CANDIDATES

- Have not participated in any learnership/ internship programme
- Willing to sign a learnership / internship agreement with the SMU
- Candidate must be available for a period of six (6) months

.....
Closing date: 24 October 2023

Assumption of duties: **01 November 2023**, or soon thereafter.

Salary: A stipend of **R5000 will be paid per month.**

Applications from Employment Agencies will not be considered.

Please ensure all relevant documentation is attached to your application. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

Typed applications (quoting the reference number) which should contain the following must be submitted:

- A detailed curriculum vitae and cover letter;
- Two (2) testimonials.

- Certified copies (not older than 6 months) of all academic records; or confirmation of completion.
- Certified copies (not older than 6 months) of qualifications (please provide the SAQA accreditation in the case of foreign qualifications);
- A certified copy (not older than 6 months) of your identity document (ID);
- Proof of registration with a Professional Body (if applicable);
- A copy of your driver's licence (if applicable).

These documents should be forwarded, for the attention of Ms MM Makgati, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or e-mail applications in MS Word format, to hr.recruitment2@smu.ac.za

The applications may also be posted OR hand delivered to (place in an application box):

Sefako Makgatho Health Sciences University, Human Resources Department, Clinical Pathology building, 5th Floor, Molotlegi street, Garankuwa.

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) 521-4393.

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.