



**SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY**  
**SCHOOL OF MEDICINE**  
**DEPARTMENT OF PLASTIC AND RECONSTRUCTIVE SURGERY**

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:

**Medical Technical Officer (1 post)**

Ref: 9/2024/JSM/P10

The University is looking for a vibrant individual who will be required to manage and process various research activities within the Department of Plastic and Reconstructive Surgery as directed. The incumbent reports to the Head of Department: Plastic and Reconstructive Surgery and will furthermore meet the requirements and competencies as indicated and be responsible for the key performance areas listed below.

**REQUIREMENTS**

- B Cur or relevant Nursing Sciences Degree/Diploma
- At least three (3) years clinical nursing experience
- Current registration with South African Nursing Council (SANC)
- Evidence of previous involvement with data collection and data capturing
- Evidence of previous involvement with clinical research
- Evidence of competence in writing reports
- Evidence of participation in professional, industry and/or community activities
- Computer literacy, with a sound knowledge of MS Word, MS Excel, Internet and ITS
- Ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency

**COMPETENCIES**

- Technical/Professional knowledge and skills
- Good Planning and organizational skills
- Good communication skills (Written and verbal)
- Ability to maintain strict confidentiality
- Good interpersonal skills
- Adaptability

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- Safety awareness
- Client/Student service orientation
- Problem Solving skills
- Meticulous attention to detail
- Time management skills
- Ability to work under pressure
- Good telephone etiquette and human relation skills

## **KEY PERFORMANCE AREAS**

- Provide administrative support in regard to data management of patients
- Data recording and maintenance in all Plastic Surgery including OPD
- Reviewing of clinical records, data capturing and analysis of clinical data and preparing general departmental report
- Preparation and generating and producing of reports at regular intervals aligned with the Department's target objectives
- Facilitate the creation and maintenance of information i.e. Patients files and records
- Plan, organize and manage own time and workflow effectively to ensure deadlines are met
- Evidence of previous involvement with data collection and data capturing
- Evidence of previous involvement with clinical research
- Contribute to the overall development of SMU and actively improve institutional culture
- Perform any other duties assigned by the Line Manager

**Closing date: 17 March 2024**

**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 JS Mahlaola**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at [hr.recruitment3@smu.ac.za](mailto:hr.recruitment3@smu.ac.za)

**The 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***

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