



## SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

### SIBUSISO BENGU DEVELOPMENT PROGRAMME MANAGEMENT OFFICE

#### SIBUSISO BENGU DEVELOPMENT PROGRAMME (SB-DP)

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.

#### **Senior Administrative Officer (1 post)**

(fixed-term contract appointment ending 31 March 2027) (secondment to DHET)

Ref: 30/2024/MJM/DHET

The incumbent will be responsible for supporting the implementation of a development programme providing the historically disadvantaged institution's (HDI) financial and administrative support to occupy a purposeful and sustainable position within a differentiated university system. The incumbent reports to the Deputy Director: Sibusiso Bengu Development Programme, Department of Higher Education and Training (DHET) and will furthermore meet the requirements and competencies as indicated and be responsible for the key performance areas listed below.

#### **REQUIREMENTS**

- A Bachelor's Degree or national Diploma in Accounting, Finance or Public Administration
- At least 3 to 5 years relevant administrative experience
- Understanding of key stakeholders in the higher education sector
- Knowledge of workflow coordination and events or project management
- Knowledge and understanding of policy and regulatory frameworks governing higher education
- Computer literate (Ms Word, Excel, Power Point, Internet, Email)

#### **COMPETENCIES**

- Technical/ professional knowledge and skill
- Good interpersonal and communication skills
- Good interpersonal skills
- Problem solving skills
- Excellent writing skills
- Financial and Project Management
- Client oriented
- Committed

- Teamwork
- Integrity
- Ability to work under pressure

## KEY PERFORMANCE AREAS

- Administrative support for the Sibusiso Bengu Development Grant (SB-DG)
  - Maintain accurate records of programme information through continuous electronic filing of hard and soft copy original documents, back-ups and record keeping of SB-DP work
  - Assist with the compilation of submissions and reports
  - Assist in taking notes during meetings and workshops
  - Liaise with both internal and external stakeholders to schedule workshops and meetings
- Budgeting role for the Sibusiso Bengu Development Programme
  - Analyse audited annual progress reports from the Universities by ascertaining the accuracy and completeness of expenditures of funds released to institutions as well as the accuracy of interest reported
  - Assist and provide administrative support by making spreadsheets for expenditure patterns and utilization of funds at universities
  - Sourcing out and compliance with the use of service providers on the programme
  - Contribute to the drawing of the SB -DP budget according to the Department's specifications
- Logistics support for SB-DP Programme Management Office
  - Assist in preparing documents for the proposal review process
  - Arrange and manage logistic support for SB-DP site visits for monitoring purposes
  - Arrange and manage logistic support to enable attendance by non-DHET, external delegates of SB-DP meetings and workshops
  - Provide prompt and timeous administrative support by providing information and insight on the programme implementation, expenditure patterns and utilisation of funds at universities in response to ad hoc requests
  - Place orders for consumables and maintain office supplies
- Secretarial Support for the Sibusiso Bengu Development Programme (SB-DP)
  - Attending to travel bookings
  - Assist the planning team with all administration, printing and administrative duties, including answering telephone and taking messages
  - Set up and manage appointments in the unit, arrange internal meetings as directed by the Programme Manager and maintain the team diary and plan
  - Manage the diary of the Programme Manager

**Closing date: 20 March 2023**

**Applications from 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](mailto:hr.recruitment6@smu.ac.za)

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

**Human Resources Department, 5<sup>th</sup> 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.**

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.**