



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEPARTMENT OF COMMUNICATIONS AND MARKETING

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 Officer: Alumni Coordination (1 post)

Ref: 20/2024/MJM/P10

The incumbent will be responsible for coordinating the formation of alumni committees, events and reunions, researching possible venues for events and reunions. He/She will also administrate fundraising documentation, maintains and updates alumni information on database, maintains alumni website content, coordinates with finance function for the payment of service providers, executes planned and approved projects, monitoring budget, drafts project evaluation reports and effectively providing support to the department in pursuit of its strategic and operational goals and objectives. The successful incumbent will report to the Director: Communications and Marketing and must meet the requirements, competencies and be responsible for the following key performance areas below.

REQUIREMENTS

- Diploma/Degree in Marketing Management / Communications
- Three (3) years' relevant experience in a tertiary environment
- Demonstration of innovation in the discipline will be an added advantage
- Evidence of participation in community project or community related activities
- Proven ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency
- Computer literacy, with a sound knowledge of MS Word, MS Excel, Internet and competency of ITS

COMPETENCIES

- Technical/Professional knowledge and skill
- Relationship Management
- Communication
- Group Facilitation
- Decision Making
- Work Management
- Public Speaking
- Reporting
- Networking
- Coaching
- Selling

- Contract Compliance
- Stress Management
- Providing Feedback
- Stakeholder Liaison
- Customer Orientation

KEY PERFORMANCE AREAS

- Coordinates the formation of alumni committees
- Coordinates alumni events and reunions
- Compiling fundraising forms for distribution during reunions
- Reconciling collected funds with relevant documentation
- Handing over funds and documentation to Finance Department
- Identifying key alumni members for Committee positions
- Coordinating Committee meetings
- Maintains and updates alumni information on database
- Provides feedback to stakeholders regarding alumni events
- Maintains alumni website content
- Provides input into department operational budget regarding alumni events and monitors adherence to departmental budget
- Drafting content for reunion material and compiling reunion booklets/packs
- Researching possible venues for events and reunions
- Sourcing approved service providers e.g. caterers, photographers, etc.
- Provides members with correct banking details
- Liaising with Finance function to confirm payments have been paid to correct entity
- Coordinates with Finance function for the payment of service providers
- Executes planned and approved projects
- Coordinating communication with all stakeholders
- Preparing meeting documents and/or packs and distributing to members
- Updating meeting documents and maintaining filing records
- Addresses alumni queries and escalates complex queries to leadership
- Remains abreast with SHE policy and procedures
- Contribute to the overall development of SMU, and actively promote institutional culture
- Any other duties assigned by the Line Manager

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Closing date: 20 March 2024

Applications from Employment Agency will not be considered.

Typed applications (**quoting the reference number**) which should contain a 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 e-mail applications in MS Word and PDF format, to hr.recruitment6@smu.ac.za

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

Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi Street, Garankuwa, 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 to make or not to make an appointment