



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: Convocation Administration (1 post)

Ref: 21/2024/MJM/P10

The incumbent will be responsible for participating in the planning of a calendar of institutional events and institution's convocation events, maintains communication with members of the Convocation, coordinating and administering scheduled meetings, preparing and administering scheduled elections, executes governance committee secretariat duties, performs records and information management duties. He/She will execute planned and approved projects, processes payments relating to convocation events 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 and Internet

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 and participates in the institution's Convocation events
- Participating in the planning of a calendar of institutional events
- Preparing for and administrating the annual general meeting of the Convocation
- Preparing and administrating elections
- Arranging and administrating special general meetings of the Convocation
- Assisting with the preparation of the Annual Calendar of meetings for Statutory Bodies and Principal committees
- Collaborates with the Governance and Records function in the Registrar's Office regarding Committee meeting standards, legislation and requirements
- Facilitating for agenda items prior to meetings and compiling a draft agenda with items received
- Co-ordinating logistical arrangements for meetings (venue, catering, equipment & table documents)
- Distributing the agenda, minutes of previous meeting and supporting documents to members
- Attending meetings and drafting minutes according to the standards
- Preparing action list after the meeting and communicating the required actions to those responsible for implementation
- Provided administrative assistance for Convocation representatives of the Council
- Updating and maintaining lists and databases of members
- Arranging for the update of websites and other media
- Disseminating information on the Convocation, projects, elections, and alumni
- Maintains a Convocation database of statutory documents, strategic and operational plans, meeting documents, resolutions etc.
- Maintaining Committee membership and distribution lists on the institution's approved technology platform
- Maintaining the Committee terms of reference on the institution's approved technology platform
- Identifying and source replacements for vacancies
- Drafting amendments to Committee Charters and membership
- Maintaining Committee records by providing copies to approved recipients and archiving Committee documentation
- Assisting with the ceremonial aspects of Graduation Ceremonies
- Resolves simple queries/questions by members of Committees
- Executes planned and approved projects
- Coordinates with Finance function for the payment of service providers
- 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

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