



## SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

### DEPARTMENT OF BUILT ENVIRONMENT

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.

#### **Secretary (1 post)**

Ref: 25/2024/RM/P11

The department is looking for an energetic person who will be responsible for administrative and secretarial services of the Department. He/She will be reporting to the Director: Built Environment, and must meet the requirements and be responsible for the following competencies and key performance areas below:

#### **REQUIREMENTS**

- Three (3) year Secretarial or Office Administration qualification
- Three (3) years' experience as secretary
- Experience in compiling agendas, recording minutes and action lists to monitor and ensure follow-up of actions
- Sound working knowledge and experience of Ms Word, Ms Excel and MS PowerPoint and Internet
- Ability to navigate online platforms such as Blackboard, Zoom and Microsoft Teams

#### **COMPETENCIES**

- Technical/professional knowledge and skill
- Organizational and time management skills
- Results and quality orientation
- Written and oral communication skills
- Ability to work independently and as a team member
- Confidentiality, tact, and discretion when dealing with student information
- Good writing, communication, and presentation skills
- Good interpersonal skills
- Problem solving skills
- Client service orientation
- Good telephone etiquette and human relations skills

#### **KEY PERFORMANCE AREAS**

- Secretarial support to the Director
- Financial administration of the office (budget tracking, stationery orders, etc.)
- Planning and organizing departmental meetings
- Set up venues for events including meetings, workshops, trainings etc.

- Manage the procurement of items necessary for the effective running of the Director's office
- Typing all correspondence and reports (monthly, quarterly, yearly)
- Handling all incoming mail and other materials
- Maintain a secure system for storing/filling and retrieving information
- Administration of transport claims in the Department
- Act as a client/student liaison
- Submission of documents to relevant SMU stakeholders
- Contribute to the overall objectives of SMU and actively improve institutional culture
- Perform any other duties as assigned by the Director

**Closing Date: 20 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 TR Moletsane**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at [hr.recruitment4@smu.ac.za](mailto:hr.recruitment4@smu.ac.za)

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

**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) 521-4774.*

**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.**