



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/filing 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

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) 521-4774.

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.