



## **SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY**

### **STUDENT AFFAIRS**

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: Sports (1 post)**

Ref: 27/2024/BGM/P10

The University is looking for energetic individuals who will be responsible for coordinating and administering sports activities to contribute towards intellectual, physical, social, and leadership development of students. The incumbent will further actively participate in sports-related community development projects and assist in organizing sponsorships for individual athletes and sports clubs. He/She reports to Head: Sports and must meet the following requirements, competencies and be responsible for the following key performance areas and competencies below.

#### **REQUIREMENTS**

- Degree/Diploma in Sport Science / Sport Management or equivalent
- At least three (3) years related experience
- Experience with a background in sports administration or coordinating sports at an institution of higher learning will be an added advantage
- Valid drivers' license
- Must be computer literate: MS Word, Excel, PowerPoint, Access/Database, Internet, e-mail

#### **COMPETENCIES**

- Technical/ professional knowledge and skill
- Good writing and presentation skills
- Building interpersonal relationships
- Organisational and time management skills
- Results focused
- Quality orientation
- Student / client focus
- Confidentiality, tact and discretion when dealing with student information
- Safety awareness
- Report writing

- Coaching
- Stress tolerance

## KEY PERFORMANCE AREAS

- Plan annual campus sports events, initiatives and programmes
- Facilitate student participation in sporting events, initiatives and programmes
- Coordinate usage of sporting facilities
- Provide inputs to the procurement of sporting equipment
- Liaise with relevant functions regarding sporting events
- Maintain sports development activities database as well as the club membership database
- Draft reports on student participation, club membership numbers including the compilation of reports for on and off campus sporting events
- Arrange for information sessions on first aid and emergencies
- Attend safety meetings and participate in SHE events, such as fire drills
- Maintain a neat work environment to minimise safety hazards
- Monitor signage and conduct spot checks of physical environment for safety hazards
- Drive organisation's vehicles with license and with due care
- Drafts sporting news for annual Student publication
- Contribute to the overall development of SMU, and actively improve institutional culture
- Perform 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 Ms BG Mbanjwa, to the Human Resources Department, P.O. Box 68, Medunsa, 0204 or e-mail applications in MS Word and PDF format, to [hr.recruitment5@smu.ac.za](mailto:hr.recruitment5@smu.ac.za)

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

**Human Resources Department, 5<sup>th</sup> 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) 521-3071*

**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.***