



## **SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY**

### **SCHOOL OF ORAL HEALTH SCIENCES**

#### **DEPARTMENT OF PROSTHODONTICS**

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: 28/2024/KM//P12

The University is looking for a dynamic and energetic individual who will perform the day-to-day activities required for the smooth running of the Department of Prosthodontics through the provision of proactive secretarial and administrative services. He /She will perform various duties such as receptionist, diary management, filing, directing student queries to the relevant department structures, organizing departmental meetings, taking minutes, liaising with service providers, ordering of equipment, administering petty cash, logistical arrangement and other administrative duties. The incumbent reports to the HOD: Prosthodontics, and must furthermore meet the requirements and competencies and be responsible for the key performance areas listed below:

#### **REQUIREMENTS**

- Matric/Grade 12 with a three (3) year Secretarial or Office Administration qualification
- At least three (3) years of Secretarial or related experience
- Experience in compiling agendas, recording minutes and action lists to monitor and ensure follow-up of actions
- Relevant experience in the higher education environment within an academic department dealing with academic programmes administration, student records and procurement administration will be an added advantage
- Computer literate (Word-processing, PowerPoint, Excel, Internet & Email and E-learning Systems)
- Ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams

## COMPETENCIES

- Technical/professional knowledge and skill
- Good communication and interpersonal skills
- Good writing and presentation skills
- Ability to maintain strict confidentiality
- Client service orientation
- Meticulous attention to detail
- Ability to work under pressure
- Problem-solving Skills
- Professional and ethical standards, personal impact, stature, and credibility
- A team player

## KEY PERFORMANCE AREAS

- Provide administrative support to the department
- Financial Administration of the office (budget tracking, stationery orders, etc.)
- Planning and organizing departmental meetings
- Assist Module Coordinator and lecturers with venue logistics for academic activities
- Typing all correspondence and reports (monthly, quarterly, yearly), including test/exam papers and timetables, as well as PowerPoint slides for lectures and conferences
- Manage the procurement of items necessary for the effective running of the academic and service duties of the department
- Taking minutes in staff meetings, including typing out agenda and any logistical arrangements required for the efficiency of the meeting
- Handling all incoming mail and other materials, including coordinating the maintenance of office equipment
- Maintain a secure system for storing/filling and retrieving information
- Administration of leave forms and transport claims in the Department
- Recording and entering student marks on the ITS system
- Maintain stock levels of hard copy course information and material, including the formatting and updating of online course brochures, etc.
- Assist in the front office/reception as required and manage front office calls, etc.
- Contribute to the overall development of SMU and actively promote institutional culture
- Any other duties assigned by the HOD/ 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 AK Mothabela, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or e-mail applications in MS Word and PDF format, to [hr.recruitment7 @smu.ac.za](mailto:hr.recruitment7@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) 521-4433*

**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***