



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY
INSTITUTIONAL SUPPORT PROGRAMME
DEPARTMENT OF HIGHER EDUCATION AND TRAINING (DHET)

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 opportunity below:

Personal Assistant (1 post)
(fixed-term contract appointment until 31 March 2027)
Ref: 46/2024/MJM/DHET

The University is looking for an energetic and knowledgeable individual who will be responsible for rendering secretarial and administrative support to the HETMIS Project Manager within the Department of Higher Education and Training (DHET), and effectively manage the diary of the Project Manager. The successful incumbent will report to the HETMIS Project Manager and must meet the requirements, competencies and be responsible for the following key performance areas below.

REQUIREMENTS

- A three (3) year Bachelor's Degree or National Diploma in Administration, Office Administration/Secretarial Studies/Public Management/Office Management and Technology/Management Assistant
- At least two (2) years' experience in rendering secretarial, clerical, and administrative support services
- Experience and knowledge of the education and training systems will be an added advantage
- The ability to create spreadsheets and manage databases and financial matters will be an added advantage
- Proven ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency
- Proficient in the use of Microsoft Office Suite, including Microsoft: Excel, Word, and PowerPoint, Access etc
- Working beyond normal working hours

COMPETENCIES

- Technical/ professional knowledge and skill
- Ability to maintain confidentiality and integrity
- Good organisation and events management skills
- Resource management
- Building relationships and partnerships
- Decision-making and problem solving

- Professional and ethical standards
- Communication (verbal and written), interpersonal and presentation skills
- Ability to work well under pressure
- Attention to detail
- Demonstrating flexibility and adaptability

KEY PERFORMANCE AREAS

- Prepare and effectively manage the diary of the HETMIS Project Manager, ensuring efficient organisation and prioritization of meeting requests
- Handle procurement processes, including stationery acquisition
- Maintaining and updating the asset register and submitting periodic reports
- Arranging and coordinating travelling and accommodation for the Project Manager
- Coordinate meeting logistics, take comprehensive minutes, and compile necessary documentation
- Ensure strict adherence to relevant policies concerning procurement, financial management, and other applicable areas
- Maintain meticulous filing systems within the Project Manager's office and execute all administrative tasks proficiently
- Assist and manage the preparation and submission of various reports, memos, and other submissions as requested
- Perform any other duties assigned by the HETMIS Project Manager

Closing date: 29 May 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.