



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SCHOOL OF MEDICINE

DEPARTMENT OF OBSTETRICS AND GYNAECOLOGY

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:

Administrative Officer (1 post)

Ref: 79/2024/JSMP12

The University is looking for a dynamic and energetic individual with meticulous attention to detail who will support/assist the Department with the daily administration, maintenance and coordination of the department's functions and responsibilities, for high performance and student support. The incumbent in this position will be responsible for providing office, academic, administrative and ITS functions within the Department of Obstetrics and Gynaecology in the School of Medicine. The candidate will report to the HOD: Obstetrics and Gynaecology and will furthermore meet the requirement and be responsible for the key performance areas and competencies listed below:

REQUIREMENTS

- Matric/Grade 12
- Three (3) year diploma or degree in Office Management/ Office Administration or Records Management and Archiving
- At least three (3) years relevant experience in office or committee administration
- Must have a good working knowledge of the ITS system for entering student assessment marks
- Experience in compiling agendas, recording minutes and action lists to monitor and ensure follow-up of actions
- Computer literate (Ms Word, Excel, Power Point, Internet, Email)
- Experience in navigating online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams

COMPETENCIES

- Technical / professional knowledge and skills
- Ability to pay attention to detail
- Good interpersonal and communication skills
- Good report writing skills
- Planning and organizational skills

- Integrity and ability to keep information confidential
- Problem solving and analytical skills
- Client and student service orientation
- Teamwork
- Committed and dedicated work ethos
- Ability to work under pressure and meet deadlines

KEY PERFORMANCE AREAS

- Responsible for compiling class list, compare with official lists and supply staff with updated list
- Monitor changes in student movement during the year
- Coordinate and ensure the smooth running of academic programmes and accommodation of students in the program including arranging lecturer venues
- Administration and input academic information (undergraduate assessment marks) into ITS and prepare management reports
- Conduct student registration in the department and monitor performance (identifying poor performing students)
- Administration of exemptions and recognition of prior learning
- Administration and typing of undergraduate student exam reports
- Administration of student records and files
- Quality assurance for official university results (tests/examination)
- Contribute to the overall development of SMU and actively improve institutional culture
- Attend to student queries and conduct other duties as shall be allocated by the HOD

Closing date: 5 September 2024

Applications through Employment Agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vita, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Mr JS Mahlaola** by email to hr.recruitment3@smu.ac.za

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) 521-3906.

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.