



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEPARTMENT OF STUDENT AFFAIRS

STUDENT LIFE

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.

Senior Administrator: Student Life (2 posts)

Ref: 90/2024/BGM /P12

The University is seeking an energetic and organized individual to provide administrative and operational support within the Student Affairs department. The incumbent will be responsible for managing office operations, coordinating meetings, assisting with financial and procurement processes, and overseeing the department's overall daily office management activities. He/She reports to the Head of Department, and must meet the requirements and competencies, and be responsible for the key performance areas below:

MINIMUM REQUIREMENTS

- A three-year Diploma or Degree in Office Administration or an equivalent qualification
- A minimum of two (2) years of experience in an administrative role within a tertiary education environment
- Experience in working in the areas of Student Affairs or Student Support Services within a tertiary education setting will be an added advantage
- Experience in compiling Agendas, recording minute and action lists to monitor and ensure follow up of actions
- Ability to navigate online platforms, such as Blackboard, Collaborate, Zoom and MS teams with requisite proficiency
- Proficiency in computer applications, including MS Word, Excel, PowerPoint, Access/Database, as well as Internet and email

COMPETENCIES

- Technical/ professional knowledge and skill
- Good writing and presentation skills
- Strong organizational, planning and time management skills

- Good interpersonal relations
- Results focused, and with an orientation to quality
- Student / client centred
- Confidentiality, tact and discretion when dealing with student information
- Safety awareness
- Good report writing skills
- Stress tolerance

KEY PERFORMANCE AREAS

- Provide comprehensive support to the department by providing administrative support, managing data entry, drafting documents, and facilitating communication with both internal and external stakeholders
- Provide general office operations, including answering calls, managing correspondence, filing, and handling guest reception and hospitality
- Coordinate departmental meetings by preparing agendas, distributing meeting materials, taking minutes, and following up on action items
- Assist with basic financial tasks such as reconciling vendor accounts, addressing creditor queries, and ensuring accurate financial records
- Maintain office equipment and assets by ensuring accurate documentation, conducting stock counts, and verifying new purchases against orders
- Act as the liaison for vendors and service providers, ensuring compliance with contracts and adherence to procurement policies
- Manage office supplies and consumables, including obtaining quotes, placing orders, and ensuring efficient procurement processes
- Prepare and compile regular reports to support administrative activities and departmental operations
- Contribute to the overall development of SMU, and actively improve institutional culture
- Perform any other duties assigned by the line manager

Closing date: 27 November 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 forward for the attention of **Ms BG Mbanjwa**, to hr.recruitment4@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) 521-3071

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