



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY
SCHOOL OF MEDICINE
DEPARTMENT OF ANATOMICAL PATHOLOGY

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: 103/2024/JSM/P12

The incumbent will be responsible for the day-to-day activities required for the smooth running of the Academic Department through provision of a proactive secretarial and administrative service. He /She will perform a range of duties including receptionist, diary management, filing, attending to student queries, organizing departmental meetings, taking minutes, replenishing supplies, ordering of equipment, administering petty cash, controlling budget, courier liaison, managing travel bookings, community engagement and other administrative duties as assigned. The incumbent will report to HOD and must meet the requirements and competencies and be responsible for the key performance areas below:

MINIMUM REQUIREMENTS

- Matric/ Grade 12
- Three (3) year Secretarial/ Office Administration/ Office Management qualification
- At least three (3) years secretarial experience
- Experience in compiling agendas and recording minutes
- Relevant experience in the higher education environment within an academic department dealing with academic administration, student records and procurement administration will be an added advantage
- Ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency
- Computer literate (Word-processing, Power Point, Excel, Internet & E-mail and E-learning System)
- Willingness to work beyond normal working hours

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

- Secretarial support and diary management of the HOD, and support to the department
- Financial administration such as budget tracking, stationery orders, etc.
- Manage the procurement of items necessary for the effective running of the academic and service duties of the department
- Planning and organizing departmental meetings as well as setting up of venues for classes
- Typing all correspondence and reports (monthly, quarterly, yearly), including test/exam papers and timetables, as well as PowerPoint slides for lectures and conferences
- Provide administrative support to staff in the department
- Take minutes during staff meetings, including typing out of agenda, and any logistical arrangements required for the efficiency of the meeting
- Handle all incoming mail, and other materials, including coordinating the maintenance of office equipment
- Maintain a secure system for storing/filing and retrieving information
- Administration of claim forms and appointments for the department
- Record and enter student marks on ITS system
- Maintain stock levels of hard copy course information and material, including the formatting and updating of on-line 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
- Perform any other duties assigned by the line manager

Closing date: 27 November 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 e-mail to hr.recruitment6@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.

Final