



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SCHOOL OF SCIENCE AND TECHNOLOGY

OFFICE OF THE DEAN

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: 105/2025/NGM/P11

The University is looking for a dynamic and energetic individual with meticulous attention to detail who will support/assist the Office of the Dean with the daily administration, maintenance and coordination of the School'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 Office of the Dean. The candidate will report to the Dean of the School and will furthermore meet the requirement and be responsible for the key performance areas and competencies listed below:

REQUIREMENTS

- Three (3) year National Diploma or Bachelor's Degree in Secretarial, Office Administration or Public Management
- At least three (3) years' secretarial, office administration or public management experience
- Relevant experience in the higher education(HE) environment within an academic department dealing with academic programmes administration, student records and procurement administration
- Experience in working with senior management
- Willingness to work beyond normal working hours
- Computer literate (Word-processing, Power Point, Excel, Internet & E-mail and E-learning System)
- Ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency

COMPETENCIES

- Technical/professional knowledge and skill
- Good organizational and time management skills
- Results and quality orientation
- Good written and oral communication skills

- Ability to work independently and as a team member
- Confidentiality, tact, and discretion when dealing with student information
- Good writing, communication, and presentation skills
- Good interpersonal skills
- Problem solving skills
- Client service orientation
- Good telephone etiquette and human relations skills

KEY PERFORMANCE AREAS

- Secretarial support and diary management of the Dean
- 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
- Typing all correspondence and reports (monthly, quarterly, yearly)
- 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
- 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: 26 November 2025

Applications from the employment agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Mrs NG Motsamai** by e-mail 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) 521-3893.

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.