



## **SCHOOL OF MEDICINE**

### **OFFICE OF THE DEAN**

#### **CLINICAL TRAINING GRANT (CTG)**

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)**

(2-year fixed term contract)

*Ref: 108/2025/MJM/P12*

The University is looking for an energetic and knowledgeable individual who will be responsible for providing comprehensive administrative and secretarial support within the School of Medicine, specifically to the Office of the Dean. This role will ensure the effective coordination and smooth operation of all Clinical Integrated Programmes and modules, including Clinical Sciences, Research Selectives, NMFC, POME and any additional integrated academic offerings within the School. The incumbent will report directly to the Office of the Dean: School of Medicine and will furthermore meet the requirements and competencies as indicated and be responsible for the key performance areas listed below.

#### **REQUIREMENTS**

- Three (3) year Diploma or Degree in Office Management/Administration/Records Management and Archiving/Management Assistant
- At least three (3) years relevant experience in office or committee administration
- Experience and knowledge of financial administration and reporting
- The ability to compile financial reports
- Experience in compiling agendas, recording minutes, monitoring and ensuring follow up actions
- Experience of working in a Higher Education Environment will be an added advantage
- Must have a good working knowledge of the ITS system for entering student assessment marks
- Computer literate (Ms Word, Excel, Power Point, Internet, Email)
- Proven ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency

#### **COMPETENCIES**

- Technical/ professional knowledge and skill
- Excellent computer skills
- Planning and organisational skills

- Integrity and confidentiality
- attention to detail
- Resource management
- Ability to work under pressure and meet deadlines
- Building interpersonal relationships and partnerships
- Decision making and problem solving
- Formal presentation
- Professional and ethical standards
- Communication (verbal and written)
- Continuous learning
- Student focus
- Facilitating change

#### **KEY PERFORMANCE AREAS**

- Provide comprehensive and efficient administrative support to the Office of the Dean: School of Medicine, ensuring the smooth coordination of office operations, effective document management and high-level service delivery to internal and external stakeholders
- Offer dedicated administrative support to the Office of the Dean and relevant academic departments, contributing to the planning, implementation, monitoring and evaluation of all modules and associated academic activities
- Manage full student administration processes for the Clinical Integrated Programmes, including but not limited to group allocations, progress tracking, logistics for student transport and clinical placements, management of equipment schedules, capturing and verification of marks, preparation of mark sheets and academic records for examination committees, receiving and recording submissions, dissemination of assignments, arranging student-lecturer consultations, managing academic timetables and issuing lecture and assessment reminders
- Perform financial administration functions related to Clinical Integrated Programmes, including drafting and filing of grant and budget proposals, preparation of procurement documentation, tracking of requisitions, expenditure and payments, compiling financial reports and maintaining an organized and auditable document management and record-keeping system
- Coordinate human resources and appointment administration for Clinical Integrated Programmes, including processing and monitoring part-time, full-time and fixed-term contracts, ensuring compliance with HR requirements, tracking submissions and monitoring attendance and deliverables of programme-appointed academic and clinical staff
- Provide professional secretariat and governance support to Academic Programmes, as well as inter-School committees linked to the programmes. Responsibilities include compiling agendas, issuing meeting packs, taking and distributing minutes, tracking resolutions and follow-ups and supporting academic departments with formal submissions. Ensure proper reporting and documentation of progress to MEDEX, School Board, School Management and relevant accreditation authorities
- Serve as liaison between the Office of the Dean, academic departments, clinical training sites, students, service departments and external stakeholders, ensuring effective communication, timely dissemination of information and proper record-keeping including financial documents for internal audits and external verification

- Assist with key students' administration events and processes including registration, School Open Days, Oath-Taking Ceremonies and other institutional events, ensuring accurate data capturing on IT systems and effective logistical support
- Maintain strict confidentiality in handling student records, staff documentation, committee information and all sensitive institutional data, in line with POPIA and University governance requirements
- Contribute to the overall development of SMU and actively promote institutional culture
- Any other duties assigned by the Line Manager

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**Closing date: 26 November 2025**

**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, by [hr.recruitment6@smu.ac.za](mailto: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) 521-3624*

**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***