



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (DHET)

INSTITUTIONAL SUPPORT PROGRAMME (ISP)

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:

Personal Assistant (1 post)

(12 month fixed-term contract appointment)

Ref: 109/2025/MJM/DHET

The University is looking for an energetic and knowledgeable individual who will be responsible for providing comprehensive secretarial and administrative support to the Office of the Deputy Director-General within the Department of Higher Education and Training (DHET). The incumbent will be responsible for the effective management of the Deputy Director-General's office and diary, ensuring the smooth coordination of all administrative activities. The successful candidate will report directly to the Deputy Director-General: University Education and must possess the requisite qualifications, competencies, and experience to perform the following key performance areas:

REQUIREMENTS

- A three (3) year Bachelor's Degree or National Diploma in Administration, Office Administration/Secretarial Studies/Public Management/Office Management and Technology/Management Assistant
- At least two (2) years' experience in rendering secretarial, clerical, and administrative support services
- Experience and knowledge of education and training systems will be an added advantage
- The ability to create spreadsheets and manage databases and financial matters will be an added advantage
- Proven ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency
- Proficient in the use of Microsoft Office Suite, including Microsoft: Excel, Word and PowerPoint, Access etc
- Working beyond normal working hours

COMPETENCIES

- Technical/ professional knowledge and skill
- Ability to maintain confidentiality and integrity
- Good organisational and events management skills
- Resource management
- Building relationships and partnerships
- Decision-making and problem-solving
- Professional and ethical standards
- Communication skills (verbal and written)
- Interpersonal and presentation skills
- Ability to work well under pressure
- Attention to detail
- Demonstrating flexibility and adaptability

KEY PERFORMANCE AREAS

- Proactively manage and maintain the Deputy Director-General's diary, ensuring effective planning, prioritization, and coordination of all appointments, meetings and engagements
- Provide comprehensive secretarial and administrative support to ensure the smooth and efficient functioning of the DDG's office
- Coordinate procurement processes for the office, including the acquisition of stationery, equipment and other resources in line with applicable procurement policies and procedures
- Maintain and regularly update the asset register, ensuring accuracy and compliance with reporting requirements and prepare periodic asset management reports
- Arrange and manage all travel, accommodation and logistical arrangements for the DDG, ensuring cost-effectiveness and adherence to travel policies
- Organise and coordinate meetings, prepare agendas, compile and distribute documentation, take accurate minutes and follow up on action items
- Ensure strict adherence to all relevant institutional policies, including those related to procurement, financial management, records management and general administration
- Develop and maintain an effective electronic and manual filing system to ensure easy retrieval and confidentiality of all office documentation
- Assist with the preparation, proofreading and submission of reports, memoranda, correspondence and other official documents as required by the DDG
- Anticipate the administrative needs of the DDG and provide proactive support to enable effective decision-making and strategic leadership
- Perform any other duties or special projects as may be assigned by the DDG to support the strategic and operational objectives of the Office

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**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or e-mail applications in MS Word and PDF format, to hr.recruitment8@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.