



## SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

### SCHOOL OF DENTISTRY

#### DEPARTMENT OF ORTHODONTICS

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.

#### **Secretary (1 post)**

*Ref: 15/2026/KMP12*

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

#### **MINIMUM REQUIREMENTS**

- Matric/ Grade 12
- Three (3) year Secretarial or Office Administration qualification
- At least two (2) years secretarial experience
- Experience in compiling agendas and recording minutes
- Relevant experience in the higher education environment within an academic department dealing with academic programmes administration
- Student records and procurement administration will be an added advantage
- 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 skills
- Meticulous 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
- Team player
- Committed and dedicated
- Good work ethics
- Ability to work under pressure and meet deadlines

#### **KEY PERFORMANCE AREAS**

- Secretarial support and diary management of the HOD, and support to the rest of 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
- Planning an organizing of meetings and activities attended by the HOD, including workshops and conferences
- Organizing of planned meetings to be held with guests to the department, such as research collaborators, external examiners, moderators etc.
- 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 employees in the department
- Take minutes during employee 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
- Provide any other duties assigned by the line manager

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**Closing date: 18 March 2026**

#### **Applications through Employment Agencies will not be considered.**

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications in a PDF format and contact details of three referees, should be forwarded, for the attention of **Mr KM Mothabela** by email to [hr.recruitment7@smu.ac.za](mailto:hr.recruitment7@smu.ac.za), not later than 16h00 on the closing date as stated in the advert.

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) 521-4433.*

**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