



**SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY OFFICE OF  
OFFICE OF THE REGISTRAR**

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.

**SENIOR ADMINISTRATOR: ASSESSMENT, CERTIFICATION AND RECORDS (1 post)**

*Ref: 28/2026/RM/P12*

The incumbent will be responsible for the effective and efficient administrative support to the operations of the assessment and certification section at Sefako Makgatho Health Sciences University and any other responsibilities as requested. The incumbent will report to the Head: Assessment, Certification and Records and must meet the requirements and competencies as indicated and be responsible for the key performance areas below.

**MINIMUM REQUIREMENTS**

- Relevant three-year Degree or Diploma
- Three (3) years relevant experience in academic administration preferably in a Higher Education Institution
- Must be computer literate (MS Word, Excel, Power Point, Access, Internet, Outlook, ITS System)

**COMPETENCIES**

- Technical/ professional knowledge and skill
- Good writing skills
- Good communication and presentation skills
- Good planning and organisation skills
- Good interpersonal skills
- Good problem-solving skills
- Client service orientation
- Ability to uphold strict confidentiality
- Ability to work under pressure and meet deadlines

## KEY PERFORMANCE AREAS

- Ensure that assessment processes and procedures are adhered to
- Ensure that all question papers received are recorded and stored safely
- Ensure that all question papers are duplicated under strict conditions and according to the number of registered students
- Assist with the storage of examination scripts before examinations are written
- Ensure that question papers are distributed to the examination venue on time
- Receive and record examination scripts and hand them over to the Schools in line with the rules and regulations
- Assist with the compilation of the graduation programme and ensure that the names of qualifying students are captured correctly
- Ensure strict quality and security measures are in place when handling degree/diploma certificates
- Ensure the safekeeping of old examination scripts for the required period
- Ensure the safekeeping of uncollected degree/diploma certificates
- Contribute to the overall development of SMU, and actively improve institutional culture
- Perform any other function as may be assigned by the Head and Deputy Registrar

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**Closing Date: 1 July 2026**

**Applications from 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 **Mr TR Moletsane** by e-mail at [hr.recruitment9@smu.ac.za](mailto:hr.recruitment9@smu.ac.za) by 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.**