



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

OFFICE OF THE REGISTRAR

Sefako Makgatho Health Sciences University (SMU) offers professional health sciences training and education in a range of fields through excellence in teaching, learning, innovative research, and community engagement. SMU is situated in Ga- Rankuwa (North of Pretoria) and the following position(s) is/are currently available:

Committee Officer (4 posts)

Ref: 82/2022/RM/P10

The incumbent will be responsible for supporting the Chairperson of Committees to which the Committee Officer is assigned to administer statutory committee services to Council, Council Committees, Senate, Senate Committees, EMC and SMC, by ensuring that it complies with good governance practices, and that records are kept. The Committee allocation may be changed at the discretion of Management. He/She must meet the requirements and competencies and be responsible for the Key Performance Areas listed below:

REQUIREMENTS

- A minimum of a Bachelor's degree or equivalent qualification (NQF level 7)
- At least five (5) years' relevant experience in institutional governance and secretariat support services, three of which should be at an organizational Management Committee level
- Knowledge of Higher Education legislation and regulatory requirements with implications for academic administration
- Relevant working experience in a customer service environment
- Sound experience in the use of computer software packages and other ICT tools used for Committee meetings e.g., MS software packages and MS Teams
- Demonstrable Committee administration ability
- Sound and demonstrable written skills and ability to produce high quality reports, minutes and action list for Committee meetings
- Demonstrable ability to prioritize and work within a team, to learn and adhere to procedure, deadlines and have a commitment to high quality service delivery

COMPETENCIES

- Technical/professional knowledge and skill
- Commitment to high quality service delivery
- Accuracy and attention to detail

- Excellent oral and written communication skills
- Good time management skills
- Good problem-solving skills
- Good planning & organizing skills
- Good listening skills

KEY PERFORMANCE AREAS

- Call for Agenda items from members two weeks in advance of the meeting
- Compile a draft agenda from items received from members, minutes of previous meetings, recurring and standing items pending matters (stating which items are for information, decision, ratification, or recommendation to other committees and ensuring that background and supporting documentation are available where relevant) for presentation to Chairperson of the Committee
- Finalize Agenda with the Chairperson
- Distribute the agenda, minutes of previous meeting and supporting documentation to members seven days before the meeting
- Upload meeting papers (inclusive of the minutes) to the Open Governance Intranet Meetings
- Co-ordinate logistical arrangements for meetings with the assistance of the Administrative Officer/Assistant (Venues are booked, catering arranged, equipment set up and tested, table documents (if applicable/ prepared)
- Draft minutes according to prescribed standards for consideration by the Chairperson within seven days of the meeting (minutes to indicate the context, debate and outcome or decision and what action is required from whom)
- Submitting draft minutes to the Chairperson and Registrar for input and approval; and
- Upload Minutes to the approved online platform
- Schedule Committee meetings in line with the approved University schedule.
- Communicate the required action to those responsible for implementation and inform relevant role-players of committee decisions
- Actively improve institutional culture
- Any other duties assigned by the Deputy Registrar: Governance and/or Registrar

Closing date: 12 December 2022

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 **Mr TR Moletsane**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 **or** by e-mail at hr.recruitment4@smu.ac.za

The applications may also be posted OR hand delivered to (place in application box):

Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi street, Ga-Rankuwa, OR Human Resources Department, P.O Box, 68, MEDUNSA, 0204

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) 521-4774.

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.