



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEPARTMENT OF MARKETING AND COMMUNICATION

INTERNAL ADVERT

Sefako Makgatho Health Sciences University provides professional health sciences training and education in a range of fields through excellence in teaching, learning, research and community engagement. The University works closely with communities on issues of health. The Following Positions are currently available.

Student Assistants (Fixed-term Appointments) (2 posts)

The incumbents will be responsible to assist with the administration of the corporate store, marketing and communication projects through the office of the Director and must meet the following requirements, competencies and be responsible for the following key performance areas:

REQUIREMENTS

- Student must be registered for BSc. **(Proof of registration must be attached and Academic transcript)**
- Must be registered for one or two modules or postgraduate studies
- Graphic Designing (will be an advantage)
- Not working in other SMU departments
- Certified ID copy / passport
- 1 page CV
- Good interpersonal skills
- Good communication skills (both verbal and written)

COMPETENCIES

- Must be able to work independently without supervision
- Must demonstrate knowledge of university systems and processes
- Must be available at all times and be willing to work unusual times

KEY PERFORMANCE AREAS

- Requires incumbents to assist with graphic design, online reporting systems, branding, stocktaking and artwork design experience.
- Perform any other adhoc duties as given from time to time.
- Ensure that relevant university policies are adhered to

- Contribute to the overall development of SMU
 - To work with Students Creative Team and Schools Marketing Champions
 - Coordinate University Mascots activities and scheduling
 - Assist with overall administration of the department
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Closing date: 31 March 2021

Applications should contain a curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Dr Eric Pule, to the Marketing and Communication department.

Applications must be send to gerda.meyer@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.

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 7 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make an appointment.