



## SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

### SCHOOL OF MEDICINE

#### DEPARTMENT OF PUBLI HEALTH MEDICINE

Sefako Makgatho Health Sciences University (SMU) is a newly established university providing holistic Health Sciences Education, and situated at Ga-Rankuwa (North of Pretoria). The following position(s) is/are currently available.

#### **Secretary (1 Post)**

Ref: 1/2021/JSM/P12

The incumbent will be responsible for the day to day activities required for the smooth running of the department of Public Health Medicine through provision of a proactive secretarial and administrative service. He/She will variously perform duties such as receptionist, diary management, filing, attending to student queries, organizing departmental meetings, taking minutes, replenishing supplies, ordering of equipment, administering petty cash, controlling budget, courier liaison, managing travel bookings, community engagement and other administrative duties as assigned. The incumbent reports to the HOD: Public Health Medicine and must meet the requirements, competencies and be responsible for the following key performance areas below.

#### **REQUIREMENTS**

- Matric (Grade 12)
- Three (3) year Secretarial or Office Administration qualification
- At least three (3) years working experience as a Secretary
- Willingness to work beyond normal working hours when needed

#### **COMPETENCIES**

- Sound working knowledge and experience of Ms Word, Ms Excel and MS PowerPoint
- Good communication and interpersonal skills
- Time management
- Good planning and organizational skills
- Ability to maintain strict confidentiality
- Excellent client services skills
- Ability to work under pressure and meet deadlines
- Meticulous attention to detail and commitment to high standard of work

## KEY PERFORMANCE AREAS

- Secretarial support to the HOD (diary management)
- Financial Administration of the office (budget tracking, stationery orders, etc.)
- Planning and organizing departmental meetings
- Typing all correspondence and reports (monthly, quarterly, yearly)
- Taking minutes in staff meetings
- Handling all incoming mail and other materials
- Maintain a secure system for storing/filing and retrieving information
- Administration of leave forms and transport claims in the Department
- Recording and entering of student marks on ITS system
- Submission of documents to relevant departments
- Contribute to the overall development of SMU
- Actively improve institutional culture
- Perform any other duties as determined by the HOD

**Closing date: 18 March 2021**

**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 and contact details of three referees, should be forwarded, for the attention of **Mr JS Mahlaola, to the Human Resources Department, P.O Box 68, Medunsa, 0204.**

**THE APPLICATIONS MAY BE HAND DELIVERED TO (PLACE IN AN APPLICATION BOX):**

**HUMAN RESOURCES DEPARTMENT, 5<sup>TH</sup> FLOOR, CLINICAL PATHOLOGY BUILDING, SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY, MOLOTLEGI STREET, GARANKUWA, 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) 521-3906.*

**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.**