



## **SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY**

### **SCHOOL OF ORAL HEALTH SCIENCES**

#### **OFFICE OF THE DEAN**

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:

#### **Administrative Officer (1 Post)**

Ref: 3/2021/MJM/P12

The School of Oral Health Sciences (SOHS) is looking for a dynamic and energetic individual with meticulous attention to detail who will support/assist the Office of the Dean with the daily administration, maintenance and coordination of the School's functions and responsibilities, for high performance and student support. The incumbent in this position will work in the Office of the Dean and be responsible for the administration of student registration, office administration, venue booking and meeting coordination, drafting student timetables, provision of secretarial services for various committees. The incumbent reports to the Dean, and will furthermore meet the requirements and be responsible for the key performance areas and competencies listed below:

#### **REQUIREMENTS**

- Three (3) year diploma or degree in Office Management or Office Administration
- At least three (3) years relevant experience in undergraduate (UG), postgraduate (PG) student office and committee administration in an academic environment
- Experience in working with dynamic team members
- Experience in compiling budgets for the Office of the Dean
- Must have a good working knowledge of the ITS system for entering student assessment marks
- Sound knowledge and experience in navigating Online Blackboard and demonstrated ability to assist the Dean and Students with online Blackboard, Collaborate challenges
- Demonstrated experience in compiling agendas, recording minutes and action lists to monitor and ensure follow up of actions
- Experience in preparing UG and PG Reports, and reports for the Dean for Senate Committees
- Ability to function well without supervision, work in a pressurised and diverse environment and meet deadlines
- Will be required to put extra hours as and when required to do so by the Dean.

## COMPETENCIES

- Computer literacy, with a sound knowledge of MS Word, MS Excel, Internet and competency of ITS
- Online BlackBoard Collaborate , Zoom and Microsoft Teams Literacy
- Good writing, communication and presentation skills
- Ability to maintain strict confidentiality
- Good interpersonal and relationship building skills
- Problem solving skills
- Client service orientation
- Meticulous attention to detail
- Ability to work under pressure
- Good telephone etiquette and human relations skills

## KEY PERFORMANCE AREAS

- Provide administrative support in regard to diary management; coordination of meetings; correspondence and documentation, maintenance of an effective filing system and ensuring the overall efficiency of the Office
- Attend to student queries, maintaining a polite and professional manner and provide the necessary feedback, and coordinate the liaison between School/departments/sections
- Provide administrative support to both undergraduate and post-graduate programmes and assist UG and PG student with Online Blackboard, Collaborate challenges
- Coordinate SOHS meetings and compile meeting agendas, minutes and action lists of various meetings, to monitor and ensure the necessary follow-up
- Arrange attestation ceremonies, liaise with sponsors, and prepare all material for attestation ceremonies
- Providing Administration assistance to the Principal Administration Officer of the School of Oral Health Sciences (SOHS) with SREC and other SOHS Committees identified by the Dean.
- Compile and prepare budgets for the School from SMU source funding; maintain and reconcile vendor accounts; submit purchase orders and ensure that procurement processes and procedures are followed correctly
- Ensure that all necessary documentation relating to SMU travel has been completed and submitted
- Compile reports for the Dean for the various School and Senate Committees, and ensure these are done timely
- Assist with compilation of selection lists and registration process that are required
- Perform internet searches to access relevant information
- Set up online meetings using BB Collaborate, Zoom, and Microsoft Teams for the Dean and for departmental meetings, and organise and coordinate all logistical aspects related to events, including workshops, meetings, conferences, seminars, etc
- Assist with the compilation of the academic timetable and responsible for the lecture hall allocations
- Provide administration support for the Clinical Manager and the Principal Administrative Officer in the Office of the Dean
- Plan, organise and manage own time and workload effectively to ensure deadlines are met
- Contribute to the overall development of SMU
- Actively promote institutional culture
- Conduct other duties as shall be allocated by the Dean

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**Closing date: 18 June 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 M Mopai, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or emailed in MS Word or PDF to [hr.recruitment6@smu.ac.za](mailto:hr.recruitment6@smu.ac.za)

**The Applications may also be posted or 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) 521-3085*

**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.*