



## SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

### RESEARCH DIRECTORATE

#### **INTERNAL ADVERT**

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

#### **Secretary (1 post)**

REF: 71/2021/NGM/P12

The Research Directorate is looking for a dynamic and energetic individual with meticulous attention to detail who will be responsible for the day to day activities required for the smooth running of a proactive secretarial and administrative service. He/she will variously perform duties such as receptionist, diary management, filing, attending to student queries, organising 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 Director, and will furthermore meet the requirements and be responsible for the key performance areas and competencies listed below:

#### **REQUIREMENTS**

- Matric / Grade 12
- Three (3) year Secretarial or Office Administration qualification
- At least three (3) years working experience as a Secretary
- Experience in compiling agendas, recording minutes and action lists to monitor and ensure follow-up of actions
- Experience in navigating online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams
- Willingness to work beyond normal office hours when needed

#### **COMPETENCIES**

- Ability to maintain strict confidentiality
- Ability to work under pressure and meet deadlines
- Meticulous attention to detail and commitment to high standard of work
- Sound working knowledge and experience of MS Word, MS Excel, and MS PowerPoint
- Good communication skills (written and verbal)
- Good interpersonal skills
- Good planning, organizational and time management skills

- Excellent client service skills

## **KEY PERFORMANCE AREAS**

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

.....

**Closing date: 29 September 2021**

Applications from 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 Mrs NG Motsamai, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or e-mail applications in MS Word format, to [hr.recruitment1@smu.ac.za](mailto:hr.recruitment1@smu.ac.za)

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

**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) 521-3893*

**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.***