

VACANCY	
Job title:	Secretary
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To operate the electronic switchboard to enable prompt professional link to required parties within the organization and to further man the reception to determine the respective visit. Also provide office administration assistance. To provide administrative support to the Executive for which they are responsible.
Location:	Bara Cardiology, Chris Hani Baragwanath New Nurses Home, Soweto
Closing date:	30 September 2024
Submit detailed CV to:	Mamosa Phashe at vacancies15@witshealth.co.za or 086 566 6659
Advert reference number:	MP – 086 Secretary
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

Rostering for teaching of Gemps 3 and Gemp 4.
 Rostering of Fellows and Consultants (and call roster).
 Rostering for Journal club and Academic meetings.
 General Office administration: Filing, Printing, Letter typing etc
 Reporting of office issues to Bara Maintenance and External Contractors.
 Answering of Phone.
 Reporting IT Matters.
 Procurement.
 Registering for Research staff, GCP.
 Supporting Research staff with Administration.
 Supporting HOD: CPD registration, managing and booking appointments / Diary.
 Approvals of Shadowing students and Electives.
 Liaise with Internal Medicine, Bara HR, WHC HR for matters relating to office administration, Doctors, Research Nurses Posts and HR Matters.
 Liaise with Faculty Coordinator and HRD regarding supernumerary appointments.
 Liaise with HOD and Secretary from Joburg Gen.

Required minimum education and training

Grade 12
 Secretarial Certificate / Diploma
 Excellent organisational and administrative skills
 Ability to work independently and adapt fast
 Driver's licence and able to drive manual vehicle.

Required minimum work experience

2 years working experience within an Office Management/ Administrative role.
 Secretarial experience with computer training.

Desirable additional education, work experience and personal abilities

Ability to lead and work independently as well as be part of a multidisciplinary team.

A friendly, informal attitude with excellent people skills.

Ability to speak in local languages.

Ability to work well under pressure.

Ability to adapt to changing environment within the project needs.

Should you be interested in applying for this vacancy, please send an email to vacancies15@witshealth.co.za.

The subject heading of the email must read **MP – 086 Secretary** and the job title of position applying for. Please include the following documentation:

A cover letter (maximum one page) that clearly states which vacancy you are applying for

A detailed CV.