



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

OFFICE OF THE DVC: TEACHING, LEARNING AND COMMUNITY ENGAGEMENT

CENTER FOR UNIVERSITY TEACHING AND LEARNING (CUTL)

Sefako Makgatho Health Sciences University (SMU) is a professional institution that 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.

Manager: Teaching Development (1 post)

Ref: 45/2021/BGM/P7

The incumbent will be responsible for managing processes for the development of the Curriculum as well as Learning, Teaching and Assessment practices of schools. He/She reports to the Director: CUTL and must meet the requirements and competencies, and be responsible for the key performance areas below.

REQUIREMENTS

- PhD degree in HPE/Health Science Education/Education/Science Education
- Must have relevant basic degree in the relevant Health Sciences/Professional Disciplines/ Education/Science Education and relevant degrees
- Postgraduate Diploma in Higher Education for Academic Developers will be an added advantage
- Three (3) – five (5) years' experience as lecturer in relevant Health Sciences/Professional degree programme

COMPETENCIES

- Technical/ professional knowledge and skill
- Resource management
- People management including performance management
- Building strategic alliances and partnerships
- Quality assurance and risk management
- Corporate governance
- Health and safety management
- Decision-making and problem solving
- Communication, interpersonal and presentation skills
- Client/student service orientation
- Good analytical skills
- Good report writing skills

KEY PERFORMANCE AREAS

- Manage the development of Curriculums as well as Learning, Teaching and Assessment practices of schools
 - Schools Development (courses, workshops, conferences and consultations)
 - Evaluation of learning, teaching and assessments
 - Curriculum development, review, renewal & transformation
 - Curriculum mapping, recording & reporting (coordination of the LOOOP system)
 - Coordinate the development of e-learning instructional designs
 - Evaluation and impact measurement
 - Coordinate, initiate peer and staff evaluation of teaching and learning
 - Initiate and coordinate Portfolio reviews for promotion and reward of Academic staff (e.g. teacher excellence award) purposes (in collaboration with HR and Line managers)
 - Evaluate impact of all Teacher Education projects
 - Human Resources management (Staff management, job descriptions, performance appraisals, leave management)
 - Financial Management (Budget and asset control, reporting)
 - Office management (Occupational health & safety standards, confidential records, report writing)
 - Committees & Administration
 - Quality assurance and risk management
 - Contribute to the overall development of SMU and actively improve institutional culture
 - Perform any other duties assigned by the HOD
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Closing date: 29 April 2022

Applications through Employment Agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Ms BG Mbanjwa**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 **or** by e-mail at hr.recruitment5@smu.ac.za

The applications may also be posted or hand delivered at (place in an application box):

Sefako Makgatho Health Sciences University, Human Resources Department, Clinical Pathology Building, 5th Floor, Molotlegi Street, Garankuwa.

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) 521-3071.

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 to make or not to make an appointment