



## SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

### SCHOOL OF MEDICINE

### DEPARTMENT OF PSYCHOLOGY

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 below position is currently available.

**Professor/ Associate Professor/Senior Lecturer  
and  
Head of Department (1 Post)  
87/2021/JSM/P5**

The University is looking for a dynamic individual as Head of Department (HOD) to provide academic leadership and organizational management to the department in respect of overall teaching and learning, research, community engagement and administrative management.. The incumbent will report to the Dean of the School. **The incumbent will be appointed permanently on a substantive position as a Professor/ Associate Professor or Senior Lecturer and a 3-year term appointment as an HOD.** The incumbent must meet the requirements and be responsible for the key performance areas listed below:

#### REQUIREMENTS

- A PhD in Psychology and meet the requirements for Senior Lecturer/ Associate Professorship/ Professorship
- Proof of registration with the HPCSA will be an advantage
- At least (5) five years relevant academic management experience coupled with a proven track record in teaching and learning, research (including publications in accredited journals) and community engagement
- Proven high academic and professional standing in the field of expertise, and high academic credibility amongst peers
- Commitment and ability to promote the Department's mission and position to internal University constituencies and external stakeholders
- Understanding of the challenges facing SMU specifically and the Higher Education Sector in general
- Proven ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency
- Computer literacy, with a sound knowledge of MS Word, MS Excel and Internet

#### COMPETENCIES

- Technical/ professional knowledge and skill
- Resource management
- People management including performance management
- Building strategic alliances and partnerships
- Personal impact, stature and credibility
- Emotional intelligence and political sensitivity
- Management of complexity and ambiguity
- Action orientated
- Facilitating change
- Team player

## **KEY PERFORMANCE AREAS**

- **Academic and Research Leadership**

- Teach courses/modules according to the needs of the department
- Maintain and continuously strive to improve personal academic standing
- Admit students into offerings in the department and ensure that examinations are of acceptable quality and are properly administered
- Encourage the pursuit of excellence and innovation in teaching and learning
- Encourage the pursuit of scholarship by ensuring that academic staff members are encouraged and supported to embark on research and community engagement activities which respond to SMU's vision and mission
- Seek new opportunities for enhancing the national and international standing of the University and Department
- Promote collaboration with other Departments or Centres
- Develop a culture of evaluation and benchmarking and striving for continuous improvement
- Represent the interests and needs of the Department and University to the external community
- Represent the interests and needs of the Department within the University through active engagement with the School Board, School, Senate and all its Committees
- Create and maintain a visionary research strategy for the department; and an environment that encourages research, leading to strong active research habits and a culture of inquiry

- **Department Administration**

- Establish and maintain suitable Departmental Organisational and Committee structure
- Develop and maintain operational and academic planning functions of the Department including setting goals and targets
- Implement quality assurance processes in general and particularly in relation to teaching, research and the supervision of students
- Ensure optimal utilization of staff
- Ensure that University policies are implemented within the Department
- Communicate timeously information and decisions to and from various University committees and authorities

- **Staff Guidance and Management for Performance**

- Foster the development of staff, including induction of new staff by ensuring that appropriate career development and guidance support are available for staff on probation within the department

- Ensure that personnel issues in the Department are managed fairly and equitably, including but not limited to, recruitment and selection of staff, annual staff performance assessment and staff discipline and grievances
- Establish mechanisms to ensure that health and safety policies are observed throughout the department, including activities (e.g. fieldwork) conducted outside University premises
- Ensure that the Code of Ethics and Conduct of the University is adhered to
- Builds an effective team of scholars through:
  - Planning and implementing a fair and reasonable dispensation regarding the workload of staff members in the department;
  - Planning and implementing a clear and reasonable career path for every staff member in the department, taking account of the strategic plans of the University, School and Department;
  - Appropriate mentoring interventions where and whenever it is needed;
  - Managing staff member's performance in accordance with existing university policies and procedures;
  - Recruitment and selection of scholars in the case of vacancies and/or specific strategic needs, whenever strategic repositioning requires expansion of academic endeavors;
  - Creating and maintaining a scholarship-friendly environment in the department;
  - Planning and overseeing effective and relevant staff development
- **Financial and Infrastructure Management**
  - Take responsibility for financial management of the Department, including establishment of budgets and planning departmental infrastructure needs including relevant equipment and monitoring expenditure patterns against allocations/budget
  - Actively pursue opportunities to increase revenue for the department
  - Manage and maintain departmental space and infrastructure resources
  - Create conducive work environment including staff and student training
  - Ensure compliance with legislation and University policies and regulations
- Contribute to the overall development of SMU and actively improve institutional culture
- Any other duties assigned by Line Manager/Dean

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**Closing date: 19 August 2022**

**Applications from the 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 **Mr JS Mahlaola**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at [hr.recruitment3@smu.ac.za](mailto:hr.recruitment3@smu.ac.za)

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

**Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi street, Ga-Rankuwa, 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***