



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SCHOOL OF HEALTH CARE SCIENCES

DEPARTMENT OF PUBLIC HEALTH

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: Epidemiology and Biostatistics (Doctoral Programmes) (1 Post)

Ref: 72 /2021/RM/P5

The University is looking for an energetic individual with the requisite academic stature who will be responsible for Teaching, Learning, Research and Community Engagement, Academic Management, Curriculum Development and Quality Assurance in the Department of Public Health. The successful candidate will head the Doctoral Programmes in the Department, and will report to the Head of Department (HOD): Public Health. He/She must meet the requirements and competencies, and be responsible for the key performance areas below.

REQUIREMENTS

- A Doctor of Public Health (DrPH) with specialization in Epidemiology and Biostatistics or equivalent qualifications
- At least eight (8) years' of postgraduate teaching of public health courses within the field of epidemiology and/or biostatistics in tertiary institution
- Five (5) years relevant academic experience or research experience from a Science Council
- Experience and demonstrated track record of excellence teaching both at introductory and advanced level courses in epidemiology and/or biostatistics
- Experience in teaching and managing online course delivery as well as in-person instruction
- An outstanding academic publication record within the fields of epidemiological research and related public health fields, with evidence of at least twenty (20) academic accredited publications
- Evidence of successful curriculum development and academic management
- Prior experience mentoring and supervision of postgraduate and doctoral students
- Successful supervision of at least ten (10) Masters or PhD students
- Evidence of extensive training or postdoctoral training in epidemiology is an advantage
- Advanced knowledge of statistical programs including Stata and SPSS
- Demonstrated record of capacity to develop and review research proposals for Masters and Doctoral projects
- 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, Internet and competency of ITS

COMPETENCIES

- Technical/professional knowledge and skill
- Good writing and presentation skills
- Good communication and interpersonal skills
- Ability to maintain strict confidentiality
- Client service orientation
- Meticulous attention to detail
- Ability to work under pressure
- Coaching and mentoring
- Problem solving
- Professional and ethical standards
- Managing work standards
- Personal impact, stature and credibility
- Building strategic alliances and partnerships
- Aligning performance to success
- Facilitating change
- A team player

KEY PERFORMANCE AREAS

Academic and Research Leadership

- The successful candidate will head the Doctoral Programmes in the Department
- Develop and teach advanced courses/modules for the Masters and Doctor of Public Health program 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
- Encouraging the pursuit of excellence and innovation in teaching and learning.
- Encouraging 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 the Department
- Promote collaboration with other Departments or Centres
- Develop a culture of evaluation and benchmarking, and strive for continuous improvement
- Represent the interests and needs of the Doctoral Programmes and University, to the external community
- Represent the interests and needs of the Doctoral Programmes within the University, through active engagement with the School Board, Senate and all its Committees
- Create and maintain a visionary research strategy for the Doctoral Programmes; and an environment that encourages research, leading to strong an active research habits and a culture of inquiry

Departmental Governance

- Establish and maintain suitable Doctoral Programmes Organisational and Committee structures
- 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 Doctoral Programmes
- 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 Doctoral Programmes 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
- Build 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 Doctoral Programmes, 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 endeavours;
 - Creating and maintaining a scholarship-friendly environment in the Doctoral Programmes; and
 - Planning and overseeing effective and relevant staff development

Financial and Infrastructure Management

- Take responsibility for financial management of the Doctoral Programmes, 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 Doctoral Programmes
- Manage and maintain Doctoral Programmes space and infrastructure resources
- Create conducive work environment including staff and student training
- Ensure compliance with legislation and University policies and regulations

General

- Ensure compliance with SHE policies and procedures
- Contribute to the overall development of SMU, and actively improve institutional culture
- Perform any other academic and research duties as maybe assigned by the HOD and/or Dean of School

Closing Date: 25 November 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 TR Moletsane**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at hr.recruitment4@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) 521-4774.

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.