



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY
OFFICE OF THE DVC: ACADEMIC AND REASEARCH
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 positions are currently available:

Teaching and Curriculum Development Specialist (1 post)

Ref: 22/2022/BGM /P8

The University is looking for a vibrant and energetic individual who will be responsible for the academic staff development activities within the institution with respect to teaching and learning, curriculum practices including monitoring and evaluation of curriculum implementation, academic and program evaluation as well as the scholarship of teaching and learning. The incumbents will report to the Manager: Teaching Development Unit and must meet the requirements, competencies and be responsible for the key performance areas below:

REQUIREMENTS

- Master's degree in Health Professions/Sciences Education/ Education or equivalent
- At least two (2) years previous experience as an academic development practitioner in the higher education sector
- Experience of teaching within the higher education sector
- Expert knowledge of teaching and learning, curriculum development, assessment and reflective practice within the higher education sector with a focus on conceptualizing, designing and delivering professional learning opportunities to academic staff
- Experience with e-learning and learning management systems

COMPETENCIES

- Technical/ professional knowledge and skill
- Good communication and presentation skills
- Coaching and mentoring skills
- Continuous learning
- Decision making and problem solving skills
- Building strategic alliances and partnerships
- Good Interpersonal skills
- Professionalism and ethical standards
- Quality assurance management

- Client/student service orientation

KEY PERFORMANCE AREAS

- Develop, implement & evaluate teaching and learning development initiatives for academic staff
- Conceptualise and coordinate peer and student evaluation of teaching and learning
- Initiate and coordinate teaching portfolio development and peer review
- Contribute to curriculum development, delivery as well as monitoring and evaluation in schools
- Provide reflective and reflexive practitioner engagements with academic staff and contribute to capacity building related to educational development within academic departments
- Act as a School liaison for all teaching and learning matters including accreditation preparation, reviews and report
- Active involvement towards scholarship of teaching and learning and higher education research
- Teaching and learning and educational leadership and management
- Compile and contribute to relevant strategic and operational reports as and when required
- Communicate and consult with teaching and learning relevant stakeholders institutionally and nationally
- Contribute to the overall development of SMU and actively improve institutional culture
- Perform any other duties as assigned by Line Manager

Closing date: 25 November 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 Mbaniwa**, 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 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