



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

INSTITUTIONAL FUNDING

SIBUSISO BENGU DEVELOPMENT PROGRAMME (SB-DP)

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 following position(s) is/are currently available:

Programme Manager
(1 post)
(3 year Fixed Term Contract appointment)
Ref: 13/2023/MJM/DHET/SB-DP

The incumbent will be responsible for planning and oversee the implementation of a development programme providing the historically disadvantaged institutions (HDI) financial and strategic support to occupy a purposeful and sustainable position within a differentiated university system. The incumbent reports to the Deputy Director General: University Education, Department of Higher Education and Training (DHET) and will furthermore meet the requirements and competencies as indicated and be responsible for the key performance areas listed below.

REQUIREMENTS

- Post Graduate Qualification in either Project Management, Finance, Accounting, Public Administration, Business Management, or any relevant qualification, a Masters or PhD will serve as an added advantage
- Five (5) years relevant senior management experience in the higher education sector
- Leadership experience in the higher education sector (5 years)
- Five (5) years experience leading and managing national implementation programmes with large budgets across multiple institutions
- Five years (5) experience in undertaking and reporting on policy research
- Experience in monitoring and evaluation
- Three (3) work experience at the senior management level in the public sector, will serve as an added advantage

COMPETENCIES

- Expert knowledge of Higher education policy, especially domestic
- Advanced knowledge of public sector financial management
- Advanced knowledge of public sector monitoring and evaluation
- Advanced knowledge of University sector
- Good understanding of public sector management as a whole

- Advanced executive leadership in higher education or public sectors
- Expert Strategic, people finance, and resource management
- Advanced Project/programme management
- Advanced Monitoring and evaluation (advanced)
- Advanced Written, editorial, and verbal communication skills
- Good interpersonal communicator
- Professional, commitment and integrity
- Ability to work under pressure

KEY PERFORMANCE AREAS:

- Manage Sibusiso Bengu Development Grant (SB-DG)
 - Conceptualise and codify an implementation programme for the SB-DG
 - Drive implementation of the call for and selection of proposals for the SB-DG programme
 - Provide strategic leadership for the implementation of the Grant nationally and at institutional level
 - Lead and manage monitoring and evaluation on the SB-DG
 - Lead risk management within the portfolio
 - Lead and manage external communication with Historically Disadvantaged Institutions (HDIs)
 - Provide strategic advice and relevant information to the DDG and the Branch
- Manage Sibusiso Bengu Development Programme (SB-DP)
 - Conceptualise and codify a programme framework for the HDI-DP
 - Drive implementation of the Communities of Practice
 - Drive implementation of Intra-Branch Coordination Platform
 - Drive the coordination among Universities
 - Support universities to develop university-based programmes aligned to the HDI-DP
 - Provide strategic advice and relevant information to the DDG and the Branch
- Manage operations of the SB-DP Programme Management Office
 - Manage interface with DHET Branch
 - Manage SB-DG allocation and unit budget
 - Manage the unit staff
 - Facilitate input from an external expert as relevant
 - Oversee and manage site visits
 - Ensure alignment of operations with relevant DHET and SMU policy
 - Contribute to the overall development of SMU, and actively promote institutional culture
 - Any other duties assigned by the Deputy Director: Development Grants/ Deputy Director General: University Education, Department of Higher Education and Training (DHET)

Closing date: 23 March 2023

Applications from the employment agencies will not be considered.

SMU offers a competitive total guaranteed package, inclusive of a range of benefits such as medical aid and pension fund.

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 MJ Mopai**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at hr.recruitment6@smu.ac.za

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

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 3624.

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.