



**SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY**  
**SCHOOL OF HEALTH CARE SCIENCES**  
**DEPARTMENT OF OCCUPATIONAL THERAPY**

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 is currently available:

**Lecturer (1 Post)**

*Ref: 19/2023/RM/P8*

The University is looking for an energetic individual with the requisite academic stature who will be responsible for Teaching, Learning, Research and Community Engagement in the Department of Occupational Therapy. He/she will report to the Head of Department (HOD): Occupational Therapy and must meet the requirements and competencies and be responsible for the key performance areas below.

**REQUIREMENTS**

- A Master's Degree in Occupational Therapy (OT)
- Two (2) years teaching experience at tertiary institution in OT or Five (5) years professional experience in an OT environment or experience in the supervision of student in OT in an academic health institution
- Registration with the Health Professions Council of South Africa (HPCSA)
- Three (3) years' experience in physical conditions rehabilitation (neurology) and community occupational therapy
- Evidence of participation in community project or community-related activities that advance scholarly reputation in the field
- Publications in peer reviewed and/or non-reviewed journals will be a strong recommendation
- Proven ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams
- Computer literacy, with a sound knowledge of MS Word, MS Excel, and Internet

**COMPETENCIES**

- Technical/ professional knowledge and skill
- Strategic decision making and problem solving
- 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**

- Undertake Teaching and Learning, Community Engagement applied to physical conditions (neurology) and community occupational therapy (Theoretical and Clinical to undergraduate students)
- Keep abreast of developments within own field of study and its implications for teaching and learning
- Participate in Community-Based Rehabilitation projects which are utilized for students' clinical training
- Provide clinical supervision to undergraduate students
- Participate in departmental research projects
- Ensure proper Occupational Therapy module management
- Manage student educational support and correspondence related to the programme
- Generate original and current student lists from the University enrolment platform as well as other required documents
- Capture student results on the ITS System timeously and accurately
- Submission of student records to HPCSA and address related enquiries
- Ensure proper record keeping
- Compile relevant reports, and communicate and consult with relevant stakeholders
- Undertake associated administrative duties regarding attendance registers, student registration and results, supervision of tests and examinations
- Commitment and ability to promote the Department's vision and mission to internal University constituencies and external stakeholders
- Participation in departmental committees
- Ensure compliance with the University's safety and health policies and procedures
- Contribute to the overall development of SMU, and actively improve institutional culture
- Any other duties assigned by the HOD and/or Dean

**Closing date: 30 June 2023**

**Applications from the employment agencies will not be considered.**

Typed applications quoting the reference number which should contain a 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 e-mail applications in MS Word format, to [hr.recruitment4@smu.ac.za](mailto:hr.recruitment4@smu.ac.za)

**The applications can also be hand delivered at:**

**Human Resources Department, 5<sup>th</sup> 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**