



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

OFFICE OF REGISTRAR

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.

Head: Assessment & Certification (1 Post)

Ref:22/2023/RM/P8

The University is looking for an energetic individual who will be responsible for leading the assessment and certification functions of the University, managing, and supporting the examinations team, and ensuring examinations are delivered to the highest standard in line with University's institutional rules and statutory requirements. As Head of Assessment and Certification, the incumbent will be responsible for developing and implementing the strategy for assessment and certification; provide operational leadership to the Unit and deliver a professional, service-led provision across all aspects of the University examination and certification administration, thereby ensuring that examinations are subject to rigorous quality assurance and meet the statutory requirements. He/she will report to the Deputy Registrar: Academic Administration and must meet the requirements and competencies and will be responsible for the key performance areas below.

REQUIREMENTS

- An Honours Degree or any qualification at NQF level 8
- At least ten (10) years relevant experience in academic administration functions, particularly assessment management and administration functions, and five (5) of which should have been in a Unit/Department leadership role within assessment and/or certification.
- Experience in ITS or a related student assessment management system
- Sound understanding of University assessment and certification policies, regulatory environment, and processes.
- Knowledge of Higher Education legislative and regulatory requirements with implications for assessment and certification functions.
- Relevant experience in managing staff and working in a customer service environment.
- Sound knowledge of national Higher Education Policy and regulatory environment.
- Computer literate in Ms Word, Excel, PowerPoint, Access/Database, Internet, Email, ITS Integrator 4.1

Sunday Times, 10 June 2023

COMPETENCIES

- Technical/professional knowledge and skill
- Planning and organizing skills
- Initiator and have attention to detail
- Verbal and written communication skills
- Customer service oriented
- People and project management skills
- Time management skills
- Ability to Multitask
- Professionalism
- Ability to monitor and evaluate business processes for improvement
- Confidentiality, reliability, and integrity
- Analytical and Statistical skills

KEY PERFORMANCE AREAS

- Provide strategic and operational leadership to the Assessment and Certification Unit and deliver a professional, service-led provision across all aspects the University assessment administration and certification function
- Ensure the Assessment function is conducted in line with University Rules and policies, and where applicable, meets the statutory requirements of the relevant professional bodies
- Keep up to date with changes to regulations and best practice in the context of University assessment, and to provide guidance to the relevant University Committees charged with a responsibility to oversee the assessment function
- Oversee the organisation, management, and administration of all the University examinations and to ensure the examinations are delivered to the highest professional standards and are subject to rigorous quality assurance
- Ensure the Unit is efficiently and effectively resourced, with an effective staffing Ensure proper processing of all the University examinations
- Co-ordinate University examinations and providing all the necessary logistics and materials
- Ensure that standards and procedures of the University examinations are maintained; and advise the Registrar on developments and innovative ideas in the field of Health Science education and assessment
- Lead, manage and motivate the Assessment and Certification Unit to optimise their performance
- Lead the work of the Assessment and Certification Unit, including setting priorities for the team and individual team members, conducting appraisals, providing day-to-day guidance and support
- Manage the Unit's allocated budget; and other physical resources
- Represent the Unit in the development and delivery of ICT systems, making sure they are fit for purpose and satisfy the requirements of Unit staff and academic staff
- Ensure that all records are kept in accordance with the University policy for records retention, maintaining confidentiality of personal and organisational information at all times in line with University information governance requirements.
- General office administration associated with the assessment and certification office
- 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 Deputy Registrar: Academic Administration and/or Registrar

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Closing date: 30 June 2023

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

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.