



**SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY**  
**SCHOOL OF PHARMACY**  
**DEPARTMENT OF PUBLIC HEALTH PHARMACY AND MANAGEMENT**

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 position(s) is/are currently available:

**JUNIOR LECTURER: PUBLIC HEALTH PHARMACY AND MANAGEMENT (1 POST)**  
*Ref:242023/BGM/P9*

The University is looking for an energetic individual with the requisite academic stature who will be responsible for teaching, learning, research and community engagement, and to provide support to the department/school in pursuit of its academic objectives. Responsibilities will also include participation in curriculum development, clinical training/service delivery, student academic development, administration, quality assurance and health and safety, in order to contribute to the academic initiatives undertaken by the Department/School. He/She will report to the Head of Department: Public Health Pharmacy and Management and must meet the requirements, competencies and be responsible for the following key performance areas below.

**REQUIREMENTS**

- Honours degree in the field of Public Health or 4-year professional qualification at NQF level 8 or 3-year qualification plus a Post Graduate Diploma in Public Health at NQF level 8
- Evidence of registration for a Master's degree or engagement in research such as an Honours mini dissertation
- Evidence of participation in teaching or tutorial sessions at undergraduate level at an institution of higher learning in the field of vaccinology
- 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, and Internet

**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
- Problem solving
- 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

- Facilitate an effective teaching situation in which the learning experience can take place successfully
- Responsible for the management of the online Higher Certificate in Vaccinology undergraduate programme
- Coordinate student applications, student selection and registration
- Manage online interactions with students for orientation to the programme and the online Blackboard learning platform
- Identify students at risk timeously and develop intervention strategies, monitor student progress and make necessary referrals
- Maintenance and updating of the Blackboard course platform
- Organize and coordinate all practical training and examination sessions, including the draft and final portfolio submissions
- Coordination of examination mark submissions by assessors, entry of marks and preparation of final mark sheets for the examination committee
- Contribute and participate in curriculum development and review for the Higher Certificate in Vaccinology
- Facilitate face-to-face and online short courses in vaccinology
- Participate in advocacy for immunisation and community engagement initiatives within the Department and School
- Ensure compliance with the University's safety and health policies and procedures
- Contribute to the overall development of SMU and actively promote institutional culture.
- Perform any other duties assigned by the line manager

**Closing date: 30 June 2023**

**Applications from Employment Agency 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 Ms BG Mbanjwa, to the Human Resources Department, PO Box 68, Medunsa, 0204 or e-mail applications in MS Word or PDF format, to [hr.recruitment5@smu.ac.za](mailto:hr.recruitment5@smu.ac.za)

**Applications may also be posted OR hand delivered to (place in the application box):  
Human Resources Department, 5<sup>th</sup> Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi Street, Garankuwa, OR Human Resources Department, PO 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) 521-3071*

Sunday Times, 10 June 2023

**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.**

Final