



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SCHOOL OF ORAL HEALTH SCIENCES

OFFICE OF THE DEAN

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:

Junior Lecturer/Lecturer: Oral Hygiene (1 post)

Ref: 30/2023/KM/P9/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 Office of the Dean. 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 designated line manager as determined by the Dean of the School. The incumbent must meet the job requirements and competencies, and be responsible for the key performance areas below:

REQUIREMENT

Junior Lecturer

- A Diploma/degree in Oral Hygiene from an accredited institution
- An honours degree in Oral Health Sciences or equivalent in relevant field
- At least one (1) year teaching experience in an academic environment
- Clinical skills and knowledge in the practice of Oral Hygiene
- Current registration with HPCSA
- Evidence of registration for a master's degree or engagement in research such as Honours mini dissertation will be an added advantage
- Understanding of current health and public service legislation, regulations and policies
- Proven ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams
- Computer literacy, with a sound knowledge of MS Word, Power Point, Excel and Internet

Lecturer

- Master's Degree in Oral Health Sciences or equivalent in a relevant field.
- At least two years (2) teaching experience in an academic environment
- Current registration with HPCSA

- Clinical skills and knowledge in the practice of Oral Hygiene
- Experience in teaching, supervising and assessing students in clinical and classroom setting
- Publications in peer reviewed and/or non-peer reviewed journals will be a strong recommendation
- Evidence of participation in community project or community related activities which enhance the scholarly reputation of SMU
- Understanding of current health and public service legislation, regulations and policies
- Proven ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams
- Computer literacy, with a sound knowledge of MS Word, Power Point, Excel and Internet

COMPETENCIES

- Technical/professional knowledge and skills
- Good interpersonal, presentation and communication skills (written and spoken)
- Good report writing skills
- Personal impact, stature, and credibility with unquestionable integrity
- Problem solving and analytical skills
- Client service orientation
- Ability to work in various teams
- Ability to keep information confidential
- Planning and organizational skills
- Ability to work under pressure and meet deadlines
- Committed and dedicated work ethos

KEY PERFORMANCE AREAS

- Undertake Teaching and Learning, Community Engagement applied to physical conditions and Community Oral Hygiene (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 Dental 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
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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 KM Mothabela**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at hr.recruitment7@smu.ac.za

Applications may also be posted OR hand delivered to (put 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 4089.

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.