



## **SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY**

### **SCHOOL OF MEDICINE**

#### **CLINICAL INTEGRATED PROGRAMMES**

#### **NELSON MANDELA FIDEL CASTRO PROGRAMME (NMFC)**

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:

#### **Lecturer/Senior Lecturer/Coordinator (1 post)**

(5-year Fixed Term Contract)

Ref: 75/2022/MJM/P8/P7

The University is looking for an energetic individual with the requisite academic stature who will be responsible for Teaching & Learning, Assessment, Curriculum Review and Development, Service and Community Engagement responsibilities in the academic department, School of Medicine and its extended clinical teaching platforms. Coordination of clinical training platforms will include those platforms needed for MBCHB I-VI, NMFC, B. Rad, EMC and Post Graduate programmes at all distributed training platforms associated with the school, including in Gauteng, North-West, Limpopo and Mpumalanga Provinces. Coordination functions will include student rotations and placement, skills centre/facility development and other operational matters and resources. The incumbent will report directly to the Manager: Clinical Integrated Programmes in the Office of the Dean and will furthermore meet the requirements and competencies as indicated and be responsible for the key performance areas listed below.

#### **REQUIREMENTS**

##### **Senior Lecturer**

- MBCHB
- M Med (Family Medicine)
- Current Registration with HPCSA as Medical Officer or Registrar or Specialist
- At least two (2) years teaching experience as Registrar with undergraduate medical students, including both clinical teaching and the use of online virtual teaching platforms
- Evidence of research output which include three (3) publications in accredited scientific journals
- Successful supervision or co-supervision of five (5) PG students at Masters level
- Evidence of involvement in research projects, which may include any of the following: research protocol approved with ethical clearance, mini-dissertation, conference presentation or publications in accredited journals, chapters in books etc.
- Evidence of having attended any teacher training e.g. workshops or educator induction

- Evidence of active participation in professional, industry and/or community activities such as CPD and/or journal club meetings
- Computer literate (Word-processing, Power Point, Excel, Internet & e-mail)
- Experience with teaching online, using electronic software/e-learning packages
- Proven ability to navigate online platforms such as Zoom and Microsoft Teams with requisite proficiency
- Must be willing to travel and be away from home

### **Lecturer**

- MBCHB
- M Med (Family Medicine)
- Current Registration with HPCSA as Medical Officer or Registrar or Specialist
- At least two (2) years teaching experience as Registrar with undergraduate medical students, including both clinical teaching and the use of online virtual teaching platforms
- Publications in peer reviewed and/or non-peer reviewed journals will be a strong recommendation
- Evidence of involvement in research projects, which may include any of the following: research protocol approved with ethical clearance, mini-dissertation, conference presentation or publications in accredited journals, chapters in books etc.
- Evidence of having attended any teacher training e.g. workshops or educator induction
- Evidence of active participation in professional, industry and/or community activities such as CPD and/or journal club meetings
- Computer literate (Word-processing, Power Point, Excel, Internet & e-mail)
- Experience with teaching online, using electronic software/e-learning packages
- Proven ability to navigate online platforms such as Zoom and Microsoft Teams with requisite proficiency
- Must be willing to travel and be away from home

### **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 organisational skills
- Ability to work under pressure and meet deadlines
- Committed and dedicated work ethos

### **KEY PERFORMANCE AREAS**

- Reflect on and utilize new and emerging approaches and technology in teaching and learning including identification of online/virtual learning media, and oversee the utilisation,

maintenance and development of clinical skills centre facilities and equipment etc. at the distributed clinical training platforms associated with the School of Medicine in Gauteng, North-West, Limpopo and Mpumalanga Provinces

- Coordinate student rotations with relevant HODs/Programme managers, and liaise with student affairs/student accommodation, transport, finance, security, ITC, facility managers and other support units to ensure an optimal learning environment and teaching and learning facilities
- Facilitate teaching, learning and assessment events with students pertaining to Family Medicine, Medical Emergencies, Mental Health, IPECP and Research/EBP including theory online and/or clinical patient care, select and use suitable reference material and professional preparation of notes to supplement prescribed textbooks, develop learning guides etc.
- Develop continuous professional activities and Workplace-Based assessments and other appropriate assessment methods, including alignment with requirements from CMSA and HPCSA, contribute assessment items, coordinate tests and examinations and quality assure assessments as well as monitor and supervise tests and examinations at the distributed clinical training platforms
- Monitor students' progress and timeously identifying students at risk thus developing appropriate intervention strategies including supplementary instructions, mentoring and coaching and regular meetings to supervise research projects
- Develop, review and implement policies and procedures applicable to the teaching and learning, community engagement, research and academic administration functions of the School of Medicine and in alignment with the Provincial DoH policies
- Contribute to Academic Administration and Quality Assurance through appropriate Academic Planning and Examination Committee meetings and develop and implement quality assurance strategies including collecting feedback from students and alumni, therefore contribute to the expansion of academic related decision-making and development of tailored action plans
- Co-ordinates safety inspections, interventions and proactively monitor and enforce compliance to Health and Safety policies, processes and procedures
- Initiate and conduct appropriate research thus contributing to a scholarship footprint at educational and other conferences and publishing results and keeping abreast of professional literature and curriculum development
- Contribute to the overall development of SMU, and actively promote institutional culture
- Any other duties assigned by the HOD and/or Dean

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

**Applications may also be posted OR hand delivered to (put in an application box):**

**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 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.**