



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

COMMUNICATIONS AND MARKETING

INSTITUTIONAL ADVANCEMENT

SIBUSISO BENGU DEVELOPMENT GRANT (SB-DG)

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:

Institutional Advancement Officer (1 post)
(3-year fixed term contract)
Ref:39/2023/MJM/P9

The University is looking for an energetic individual who will be responsible for researching, identifying and developing essential background information of prospects in order to make connections between projects and funders/donors, thereby creating opportunities for maximum fundraising in conjunction with Schools and Departments in support of University Fundraising initiatives. The incumbent reports to the Director: Communications and Marketing and must meet the requirements, competencies and be responsible for the following key performance areas below:

REQUIREMENTS

- An appropriate Bachelor's Degree preferably in Business Administration/Business Development/Communication/Marketing or any relevant Commercial fields
- A Postgraduate qualification in any of the above fields will serve as an added advantage
- Three (3) to five (5) years' experience in a fundraising environment
- Experience in dealing with staff and external stakeholders
- Computer literate (Word-processing, Power Point, Excel, Internet & E-mail, Ms Projects, and E-learning System)
- Proven ability to navigate online platforms such as Zoom and Microsoft Teams with requisite proficiency

COMPETENCIES

- Technical/professional knowledge and skills
- Planning and organisational skills
- Client service orientation
- Committed and dedicated work ethos
- Analysis and interpretation of information
- Attention to detail and accuracy

- Innovation and creativity
- Excellent skills in written, oral, and electronic communication skills in English
- Ability to prioritise tasks
- Problem solving and decision making
- Confidentiality and integrity

KEY PERFORMANCE AREAS

- Coordinate, execute and monitor Institutional Advancement fund raising projects
- Identify potential donors
- Draft fundraising proposals.
- Execute and coordinate operational donor programmes, relationships and communications
- Conduct research on business trends, mergers, new companies, company turnover and funding criteria
- Project administration
- Arrange events/campaigns
- Prepare and distribute monthly and annual Institutional Advancement reports
- Keep the database up to date to inform institutional advancement activities
- Monitor the DEVMAN system to maintain a high level of data integrity
- Co-ordinate the process of registering and capturing projects within the DEVMAN system
- Provide reports and maintain an updated Database
- Ensure compliance with the Policy on Institutional Advancement through interaction with internal and external role-players
- Attend relevant training and development programs applicable to the field of fund raising, database prospecting and research
- Advise on strategies for current and prospective donors
- Determine and address both the internal and external market needs
- Contribute to the overall development of SMU, and actively promote institutional culture
- Any other duties assigned by the Director

Closing date: 5 July 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

Applications may also be posted OR hand delivered to (placing 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 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.

Final