



## SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

### SCHOOL OF SCIENCE AND TECHNOLOGY

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunities below:

#### **School Operations Manager (1 Post)**

Ref: 108/2023/NGM/P7

The University is looking for a dynamic and energetic individual who will be responsible for developing and implementing strategic and operational interventions for the School of Science and Technology, in order to improve the operational and strategic efficiency of the School through long-range, planned, systematic and well-managed interventions. The incumbent reports to the Dean: School of Science and Technology and must meet the requirements, competencies and be responsible for the key performance areas listed below:

#### **REQUIREMENTS**

- Master's degree in Business Administration or equivalent qualification, or Master's degree in any of the disciplines in Science and Technology (NQF 9)
- Eight (8) years relevant experience in academic administration or senior management position in a university or relevant organisation
- Proven ability to produce high quality reports
- Knowledge of academic planning, administration and strategy development
- Knowledge of the higher education landscape in South Africa
- 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
- Resource management
- Good people management including performance management
- Building interpersonal relationships
- Decision-making and problem-solving
- Planning and organising
- Good communication skills (verbal and written)
- Client/student oriented
- Building partnerships

- Action oriented
- Facilitating change
- Team player

## **KEY PERFORMANCE AREAS**

- Strategy Development and Execution of School resources and integration of operations
  - Academic planning and administration
  - Policy and Procedure Development and Execution
  - Human Resource Management
  - Financial Management
  - Project Management
  - Monitoring, evaluation and reporting
  - Contribute to the overall development of SMU and actively improve Institutional culture
  - Perform any other official duties as directed by the Dean
- .....

**Closing date: 8 December 2023**

Applications through Employment Agencies 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 Mrs NG Motsamai, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or e-mail applications in MS Word format, to [hr.recruitment1@smu.ac.za](mailto:hr.recruitment1@smu.ac.za)

**The applications must 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, 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) 521-3893*

**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.*