



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

OFFICE OF THE DEPUTY VICE-CHANCELLOR: ACADEMIC AND RESEARCH

CENTRE FOR UNIVERSITY TEACHING AND LEARNING (CUTL)

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:

DIRECTOR: CENTRE FOR UNIVERSITY TEACHING AND LEARNING (1 Post)
(5-year contract appointment)
Ref:112/2023/BGM/P5

The Director: Centre for University Teaching and Learning is responsible for leading/managing the Centre towards the achievement of its academic development and support as well as community engagement objectives that will assist the Sefako Makgatho Health Sciences University in achieving its mission, vision, values and strategic objectives. Further responsibilities include people management, budget, asset and financial management and health and safety management. The incumbent reports to the Deputy Vice-Chancellor: Academic and Research and must meet the requirements, competencies and be responsible for the following key performance areas below.

REQUIREMENTS

- PhD/Doctoral degree or Master's Degree, with evidence of on-going work at a Doctoral level, in Higher Education Teaching and Learning OR a PhD in a cognate discipline in the health or supporting sciences with a qualification in health sciences education'.
- At least five (5) years relevant academic management experience coupled with a proven track record in teaching, research (including publications in accredited journals) and community engagement
- Strategic planning and implementation exposure
- Academic and professional standing in the field of expertise, and high academic credibility amongst peers
- Must be able to operate at all levels of the organisation
- Demonstrated ability to network and work with a wide range of different constituencies internally and externally
- Project management experience
- A valid driver's license

- Computer skills (MS Office Suite)

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
- Personal impact, stature and credibility
- Building strategic alliances and partnerships
- Aligning performance to success
- Facilitating change
- A team player

KEY PERFORMANCE AREAS

- Facilitate the development of the academic development and support strategy as well as community engagement strategy, plans, including monitoring and evaluation of the implementation thereof across the university
- Provide leadership in academic development and support and in community engagement related projects and activities
- People management, financial management and health and safety management
- Facilitate training to staff and students in relation to the delivery of community engagement, including, service learning, community-engaged research and community outreach and volunteerism.
- Develop and review academic development and support as well as community engagement related policies, procedures and guidelines
- Promote academic development and support, and community engagement strategy for institution-wide awareness
- Collaborate with schools, support units and students to facilitate delivery of community engagement
- Establish and maintain institutional community engagement database and associated information and records
- Coordinate institutional reporting by schools on academic development and support and community engagement related activities
- Interact with external community stakeholders (local communities, government, non-governmental organisations, businesses, etc.)
- Assist schools and support services units to establish and maintain community engagement partnerships and projects with the local communities, government, non-governmental organisations, businesses and other strategic community service providers.
- Produce and disseminate academic development and support and community engagement related media and communication, including newsletters and updates, social media, flyers and other promotional material
- Support schools, departments, staff and students to identify engaged research niche areas and projects/activities
- Support research related directorates and committees, schools, departments and staff to align engaged research to identified needs and imperatives
- Facilitate impact measurement of engaged research projects/activities

- Explore opportunities to establish and grow engaged research publications in accredited journals
- Exploring opportunities to establish and grow scholarship of engaged teaching and learning publications in accredited journals
- Ensure compliance with the University's safety and health policies and procedures
- Contribute to the overall development of SMU, and actively improve institutional culture
- Perform any other duties assigned by the line manager

Closing date: 8 December 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, P.O Box 68, Medunsa, 0204 or e-mail applications in MS Word and PDF format, to hr.recruitment5@smu.ac.za.

The applications may also be posted OR hand delivered to (place in the application box):

Human Resources Department, 5th 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) 521-3071

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 to make or not to make an appointment