



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY
DEPARTMENT OF HIGHER EDUCATION AND TRAINING
SIBUSISO BENGU DEVELOPMENT PROGRAMME MANAGEMENT OFFICE
SIBUSISO BENGU DEVELOPMENT PROGRAMME (SB-DP)

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:

Deputy Director (1 post)
(3-year fixed-term contract)
Ref: 110/2023/MJM/DHET

The University is looking for a dynamic and energetic individual who will be responsible for managing the implementation of development programme providing the historically disadvantaged Institutions' (HDI) financial and strategic support to occupy a purposeful and sustainable position within a differentiated university system. The incumbent reports to the Programme Manager: Sibusiso Bengu Development Programme, Department of Higher Education and Training (DHET) and must meet the requirements, competencies, and be responsible for the key performance areas listed below:

REQUIREMENTS

- A Bachelor's Degree in Accounting, Finance or Public Administration
- At least five (5) years working experience as a project manager
- A post-graduate qualification will be an added advantage
- Knowledge and understanding of policy and regulatory frameworks governing Higher Education
- Experience in managing national implementation programmes with large budgets across multiple Institutions
- Experience in monitoring and evaluation of implementation of programmes and projects
- 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
- Excellent computer skills

- Strategic direction and leadership
- Resource management
- Building interpersonal relationships and partnerships
- Decision-making and problem solving
- Transformational leadership
- Formal presentation
- Mentoring and coaching
- Professional and ethical standards
- Communication (verbal and written)
- Continuous learning
- Student focus
- Facilitating change

KEY PERFORMANCE AREAS

- Manage the Sibusiso Bengu Development Grant (SB-DG)
- Manage grant-making process (call for and receipt of proposals, selection process and dissemination of results)
- Ensure the effective and efficient use of the SB-DG in compliance with the conditions of the grant
- Request and analyse annual financial and performance reports for the programme
- Assist Universities with their budgets and related queries
- Assist in conceptualization, implementation, and review of M&E framework
- Monitor and oversee the role of Sibusiso Bengu Development Programme
- Support the functions of the Intra-Branch Coordination Platform
- Continuously monitor the implementation of the SB-DP at Universities
- Assist with the establishment of support structures such as Communities of Practice and meetings with experts
- Coordinate Institutional site visits
- Manage operations of the SB-DP Programme Management Office
- Supervise the unit staff
- Oversee the day-to-day running of the programme
- Oversee and coordinate workshops on the SB-DP and oversee knowledge generation on the programme, including minutes of meetings, invitations, workshops, and feedback communication to Universities
- Ensure alignment of operations with relevant DHET and SMU policy
- Contribute to the overall development of SMU and actively improve Institutional culture
- Perform any other duties assigned by the Line Manager

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Closing date: 8 December 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** e-mail applications in MS Word and PDF format, to hr.recruitment6@smu.ac.za

The applications may also be posted OR hand delivered to (place 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.