SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

OFFICE OF THE VICE CHANCELLOR

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 opportunity below.

DEPUTY VICE-CHANCELLOR: OPERATIONS (1 post)
(5-year fixed - term contract appointment)
Ref no:1/2024/MMM/P2

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. The University seeks an astute and experienced leader for the position of Deputy Vice - Chancellor: Operations (DVC: Operations), and who has an appreciation of how its operations links into the academic project, and can deliver within a fast-paced environment. S/he will govern and lead the support services of Human Resources, Information and Communication Technology, Communications and Marketing, the Built Environment and Security Services for the University.

The incumbent will be appointed on a five (5)-year fixed - term appointment as Deputy Vice – Chancellor: Operations.

MINIMUM REQUIREMENTS

- A Master's degree in any the four functions: HR, ICT, Built Environment, Communications and Marketing, or a Master Degree in a Health Sciences related field
- In addition, a Master's degree in Business Administration or a Master's degree Business Leadership will be a distinct advantage
- A doctoral degree will be an added advantage
- Ten (10) year's total minimum management experience must include exposure in the HR, ICT, Infrastructure (Built Environment), or Communications and Marketing disciplines
- Leadership capacity with a proven track record in the management of support services
- Experience in a higher education context is a strong advantage
- The successful candidate must demonstrate a track record of managing a complex portfolio, directing at least two disciplines in a similar environment
- Possess a thorough understanding of managing complex projects, critical to the transformation of the University
- Must have an in-depth appreciation for the academic project and its link into delivery on the operations
- Highly proficient in latest systems trends and technology
- Understands institutional cultural transformation and organizational alignment
- Computer skills (MS Office suite)

COMPETENCIES

- Technical/ professional knowledge and skill
- Strategic and visionary leadership
- Manage complexity and ambiguity and think strategically under pressure
- High emotional intelligence, excellent project management skills
- Ability to work independently
- Exceptional work ethic and commitment to delivery
- Comfortable with technology
- Personal impact, stature, and credibility, with an intrinsic value set of honesty and integrity
- High work ethic and standards
- People management with the ability to inspire, mobilise and empower people of diverse backgrounds to larger scale transformation or innovation
- Build strategic alliances and partnerships
- Management of transformation and change
- Decision-making and problem solving in the face of ambiguous, uncertain and conflicting situations
- Team player

KEY PERFORMANCE AREAS (KPAs)

- Govern and lead the support services of the University anchored in an appreciation of the academic projects, namely,

    o Human Resources
    o Information and Communication Technology
    o Built Environment
    o Security Services
    o Communications and Marketing

Institutional Human Resources (HR) Leadership

- Accountable for strategies and plans for HR and gains approval from Governance Committees
- Accountable for overseeing amendments, maintenance and implementation of HR policies and procedures
- Maintains a cost-effective Organisational structure of positions for the University
- Accountable for fair remuneration practice, and monitors the remuneration budget
- Accountable for the sourcing and recruitment of competent staff; actively participating in the recruitment and placement of senior positions
- Leads a learning and development culture aligned with the University's performance management objectives
- Accountable for succession planning of senior positions in the University
- Facilitates an institutional culture in alignment with SMU values, where people are valued, and performance is rewarded
- Reports on HR metrics, skills shortages, and gaps
- Empowers staff to succeed to enhance a performance driven culture
- Puts agile HR process and systems in place
- Facilitates sound employee relations to foster a healthy institutional climate and work environment
- Communicates regularly to the University regarding HR issues, projects and initiatives

- Cultivates an internal HR service and "internal customer" orientated culture

Institutional Information Communications Technology

- Accountable for the information and communication strategy of the University
- Staying abreast of latest technology trends in broad terms (eg, cloud services)
- Accountable for Information and Communication Technology policies, procedures and practices
- Accountable for technical architecture applications systems, data storage, system security, ICT communications, redundancy and physical assets.
- Actively seeks partnership for 3rd party income streams and to reduce ICT costs via negotiated agreements
- Monitors that sound ICT governance is in place
- Removes barriers to smooth functioning of the ICT function
- Accountable for the technology business continuity and disaster recovery strategy
- Inculcates a service and customer-oriented culture, such as the implementation for help desk functions and training for ICT staff

Institutional Built Environment Leadership

- Accountable for plans and strategies for the University's infrastructure, including high value infrastructure implementation
- Accountable for the University's compliance to Occupational Health and Safety Act of 1994
- Accountable for the state of SMU built environment - both internal and external built environment
- Actively seek to develop partnerships for the generation of 3rd stream income to alleviate the burden on the University.
- Accountable and takes every measure to ensure the safety of infrastructure
- Collaborates with the Academic Project and Institutional Support functions, such as Finance, Student Affairs and Advancement to facilitate strategic goal achievement
- Conducts infrastructure audits
- Puts effective and constant monitoring systems in place to ensure compliance to infrastructure rules and safety of staff
- Monitors built environment maintenance
- Produces standards consolidated management reports on infrastructure (inclusive of metrics and costs)
- Signs off legislated reports

Institutional Security Leadership

- Remains abreast of issues pertaining to security trends, systems and new technologies in broad terms
- Accountable for all security strategies, plans tenders and implementation
- Accountable for all policies, procedures and rules governing security, access control and security of staff and students
- Analyses and understands requirements for electronic security systems
- Determines needs for physical security, control-room and guarding services
- Resolves complex problems and issues relating to security and security breaches and propose new initiatives/projects/procurement contracts to address issues/problems
- Implements policies for zero-tolerance for violence/criminal offences
- Puts confidential communication mechanisms and procedures in place for whistle blowing
- Collaborates with other stakeholders in protection of staff and students who feel their physical safety is/was threatened

Sunday Times (25 Feb 2024) / Mail & Guardian(1 Mar 2024)

Institutional Communication and Marketing

- Accountable for the University's Communications and Marketing strategy
- Remains abreast of latest media technology trends and how to use this to the advantage of the University
- Collaborates with senior internal stakeholders on crafting and capturing a consistent and clean message on the institution's culture, mission, values and goals
- Translates the institution's message (vision, mission and values) into tangible and executable plans
- Remaining abreast with key partners, donors, alumni, and organizations who contribute to institutional goals
- Manages and monitors the implementation of communication strategy, and plans
- Development of an integrated marketing, and branding strategy
- Commissions insights into SMU's position in the higher education landscape
- Accountable for the Marketing and Branding function
- Monitors the effectiveness of campaigns, advertising and other marketing events through analysis of metrics
- Plans collaboratively with internal stakeholders to facilitate student-centric attraction strategies
- Accountable for major institutional events on the annual calendar, such as graduation and other ceremonies
- Integrated, coherent strategy for digital platforms in support of the communication strategy in collaboration with Information Technology

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Closing date: 22 March 2024

Applications from Employment Agencies will not be considered.

Typed applications **(quoting the reference number)** which should contain documents mentioned below should be forwarded, for the attention of **Mrs MM Makgati**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 by e-mail at hr.recruitment2@smu.ac.za

Documentation required for application:

- **A full curriculum vitae; as well as**
- **An abbreviated (no more than two pages) curriculum vitae;**
- **A self-evaluation by the applicant of his/her suitability for appointment;**
- **The applicant's vision for the portfolio;**
- **The names and contact details of at least three referees (provided that the University reserves the right to appoint and consult its own referees); and**
- **An indication in writing by the candidate that he/she accepts the applicable Appointment Regulation and Procedure of the University.**

The applications may also be posted OR hand delivered to:

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

All candidates shortlisted will be required to submit themselves to a competency assessment.

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.

Sunday Times (25 Feb 2024) / Mail & Guardian(1 Mar 2024)

Telephonic enquiries regarding conditions of service: (012) 521-4393/4707

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applications 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.

Sunday Times (25 Feb 2024) / Mail & Guardian(1 Mar 2024)