



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY
CENTRE FOR UNIVERSITY TEACHING AND LEARNING

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:

E-LEARNING SPECIALIST (1 post)

Ref: 10/2024/BGM/P8

The University is looking for an energetic individual who will be responsible for the development, implementation, impact measurement and monitoring and evaluation of E-learning activities at University which assists the E-Learning Unit in achieving its strategic objectives and goals. The incumbent will report to the Manager: E-Learning and Instructional Technologies and must meet the requirements and competencies, and be responsible for the following key performance areas below:

REQUIREMENTS

- Relevant Master's degree in Education (E-Learning and/or Innovative teaching technologies / Multimedia design) or equivalent
- At least two (2) year's experience in the development, implementation and evaluation of E-learning strategies, methodologies and technologies
- Experience in the use of learning management systems and instructional design
- 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
- Well-developed project management skills
- Good writing and presentation skills
- Good communication and interpersonal skills
- Quality assurance management
- Client service orientation
- Meticulous attention to detail
- Ability to work under pressure
- Problem solving
- Personal impact, stature and credibility

- Building strategic alliances and partnerships

KEY PERFORMANCE AREAS

- Provide a consultancy service to academic staff to advise and support; the design of online teaching and learning materials, assessments, mobile learning, remote access learning and the use of the learning management system
- Monitor and evaluate the impact of E-learning activities within the Schools
- Coach, counsel and mentor academic staff and contribute to capacity building related to E-Learning within academic departments
- Train students on the use of the learning management system
- Coordinate and initiate peer and student evaluation of E-learning activities
- Research, develop and implement best practices with regards to E-learning
- Contribute to educational research and scholarship activities
- Use of data analytics to inform course development and design
- Contribute to relevant strategic and operational reports as and when required
- Communicate and consult with relevant stakeholders
- Contribute to functional area policy development and review
- 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: 17 March 2024

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