



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEPARTMENT OF COMMUNICATIONS AND MARKETING

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:

Institutional Advancement Officer (1 post)

Ref: 16/2024/MJM/P8

The incumbent will be responsible for anticipating and planning Institutional Advancement objectives and initiatives, coordinates, executes and monitors Institutional Advancement fund raising projects, performs project administration, executes and coordinates operational donor Programmes, relationships and communications, arranging events/campaigns and effectively providing support to the department in pursuit of its strategic and operational goals and objectives. The successful incumbent will report to the Director: Communications and Marketing and must meet the requirements, competencies and be responsible for the following key performance areas below.

REQUIREMENTS

- Bachelor's Degree in Marketing, Communications, Public Relations or Commercial/business studies
- Five (5) years' experience in a marketing / communication related role
- Proven project management experience
- A high level of both written and verbal literacy in English
- Excellent relationship management and Communication Skills
- A proven track record and knowledge of financial aspects of project management/basic accounting principles
- Intermediate systems proficiency is essential
- Experience in a higher education context an added advantage
- Demonstration of innovation in the discipline will be an added advantage
- Evidence of participation in community project or community related activities
- 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
- Relationship Management
- Communication
- Group Facilitation
- Decision Making

- Conflict Handling
- Work Management
- Delegation
- Cost Estimating
- Mediation
- Human Resource Allocation
- Stress Management
- Goal Setting
- Stakeholder Liaison
- Information Analysis

KEY PERFORMANCE AREAS

- Anticipates and plans Institutional Advancement objectives and initiatives
- Collaborating and coordination with the Vice Chancellor and Director: Communications and Marketing on strategic initiatives
- Coordinates, executes and monitors Institutional Advancement fund raising projects
- Collaborating with the DVC Academic and Research and Deans on priorities, plans and timeframes
- Coordinating stakeholders, tasks and activities
- Updating plans regarding progress, budgets and comments
- Performing financial administration within financial procedures
- Coordinating service providers and suppliers
- Performs project administration
- Conducting meeting administration for Institutional Advancement Governance Committees
- Conducting meeting administration for ad hoc meetings with key internal and external stakeholders and donors
- Corresponding with stakeholders via letters and e-mails
- Administrating meeting materials and documentation (agenda's, minutes and reporting)
- Actively maintaining a donor network with commensurate contact data base
- Conducting donor recognition and stewardship programs
- Coordinating and monitoring planned giving/donor programmes
- Conducting research on possible donors and preparing fundraising prospect profiles
- Tracking, coordinating and providing information regarding donors through the cycle of qualification, cultivation, solicitation, and stewardship
- Drafting and gaining approval for solicitation proposals, letters and other correspondence according to SMU communication policies and standards
- Reports on Institutional Advancement project progress and costs
- Reports on donor statistics (letters, number of visits, number of funding proposals, etc.)
- Remains abreast with SHE policy and procedures
- Contribute to the overall development of SMU, and actively promote institutional culture
- Any other duties assigned by the Director

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 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 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) 521-3624

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 to make or not to make an appointment

Final