



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

STUDENT AFFAIRS

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.

Head: Residences (1 post)

Ref:36/2024/BGM/P8

The University is looking for energetic individuals who want to contribute to a positive experience for its students, by actively supporting the Deputy Director: Student Life in meeting the strategic objectives and goals of the Student Affairs department through the management of the SMU residences (living and learning spaces). The incumbent will be responsible for coordinating the residences' function and increasing the quality of student life in the institutional residences, collaborating with the built environment and Information and Communications Technology. He/She will report to the Deputy Director: Student Life and must meet the requirements and must meet the requirements and competencies, and be responsible for the following key performance areas below:

REQUIREMENTS

- A Degree in Social / Behavioural Sciences or equivalent
- Five (5) years minimum experience in a tertiary environment
- Three (3) years leadership experience or supervisory experience
- Knowledge of Occupational Health and Safety
- 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
- The ability to apply good judgment, tact, and diplomacy in dealing with people 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

- Manage the performance management process, including initiating performance contracts, assessing, and monitoring employee performance, and implementing corrective actions to enhance performance
- Coordinate with HR/HC to plan performance management, address staff development needs, and initiate disciplinary actions in line with approved policies
- Maintain accurate records of performance metrics and disciplinary actions, providing consolidated reports to leadership as needed
- Plan and coordinate safety awareness programs, regular safety drills, and compliance with SHE policies, ensuring all non-compliant situations are reported and addressed
- Participate in SHE audits, events, and training for safety representatives, maintaining current knowledge of SHE policies and procedures
- Arrange educational programs on basic health and safety topics, such as firefighting, first aid, and food handling, liaising with both internal and external health and wellness service providers
- Manage student residence admissions, exclusions, and placement coordination, while ensuring adherence to institution rules and policies
- Conduct regular room inspections, monitor residence occupation, and provide feedback on residence issues to students and leadership
- Engage with students, parents, and guardians to address and escalate complex residence issues, coordinating with relevant departments to ensure effective resolution
- Liaise with finance, health services, and other internal departments to coordinate student accounts, health services, and development programs
- Monitor staff adherence to procedures, student health and safety practices, and overall maintenance of residences
- Prepare reports and provide formal feedback at meetings, making recommendations for improvements and coordinating access control to residences
- Provide input into residence rules, regulations, and development plans as well as preparation of documents for distribution
- Submit reports on disciplinary issues and safety & wellness concerns to relevant stakeholders, escalating serious matters to leadership or relevant committees
- Contribute to maintenance schedules and plans, ensuring the completion of projects and driving improvements in residence facilities
- Stay informed about the latest disciplinary policies, residence regulations, and health and safety initiatives
- Participate in needs assessments for development programs covering diverse areas such as health and safety, conflict management, and student orientation
- Attend safety meetings and ensure operational effectiveness of safety committees, while maintaining a neat work environment to minimize safety hazards
- Monitor and report defective equipment/signage or deficiencies in the built environment
- Contribute to the overall development of SMU, and actively improve institutional culture
- Perform any other duties assigned by the line manager

Closing date: 31 May 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