



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEVELOPMENT GRANTS DEPARTMENT

NEW GENERATION OF ACADEMICS PROGRAMME (nGAP)

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:

nGAP Manager (1 post)

(5-year fixed term contract)

Ref: 69/2024/MJM/P7

The incumbent will be responsible for managing SMU's participation in DHET's New Generation of Academics Programme (nGAP) and facilitating the integration of early career academics into the University. The successful incumbent will report to the Deputy Director: Development Grants and must meet the requirements, competencies and be responsible for the following key performance areas below.

REQUIREMENTS

- Bachelor's Degree in Education or Social Sciences
- Postgraduate qualification will serve as an added advantage
- A minimum of five (5) years' experience in higher education, preferably academic staff development
- At least three (3) years' experience in a supervisory role
- Knowledge of the Department of Higher Education and Training (DHET)'s University Capacity Development and nGAP programmes and the underpinning frameworks
- Proficiency in programme design, development, implementation, and evaluation, including skills in project planning, budgeting, monitoring, and reporting
- 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, Internet and competency of ITS

COMPETENCIES

- Technical/ professional knowledge and skill
- Relationship Management
- Communication and interpersonal skills
- Presentation and facilitation skills
- Coaching and mentoring skills
- Decision Making
- Work Management
- Change Management
- Conceptual Thinking
- Quality Management

- Standards & legislative compliance
- Persuasive
- Goal Setting
- Stakeholder management
- Information Analysis

KEY PERFORMANCE AREAS

- Develop internal processes to compile applications for nGAP positions in response to DHET's Calls for Applications
- Liaise with relevant departments to manage the recruitment and selection process for early-career academics eligible for the nGAP and submit recruitment reports to DHET
- Design an induction programme for newly appointed nGAP academics and ensure that they understand the programme and applicable University policies
- Develop a framework to support and monitor the professional development of nGAP participants
- Provide guidance and support to nGAP participants during their tenure in the programme, including pairing them with mentors
- Monitor the performance and progress of nGAP participants and evaluate the effectiveness of the programme in achieving its objectives for SMU and participants
- Facilitate networking opportunities and foster collaboration among nGAP participants, established academics, researchers, and other relevant stakeholders
- Advocate for the importance of supporting early-career academics and promote the value of the nGAP programme to internal and external stakeholders
- Manage financial and administrative tasks related to the nGAP programme, such as budgeting, financial reporting, record-keeping, and compliance with relevant policies and regulations
- Establish an effective monitoring and reporting system to ensure nGAP participants follow through with their work plans, including the development of annual narrative reports
- Contribute to the overall development of SMU, and actively promote institutional culture
- Any other duties assigned by the Line Manager

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Closing date: 30 August 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 by e-mail to hr.recruitment6@smu.ac.za

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