



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SCHOOL OF PHARMACY

OFFICE OF THE DEAN

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:

School Operations Manager (1 post)

Ref:59/2024/BGM/P7

The University seeks an energetic and professional individual to lead the strategic development, implementation of resources, and integration of operations within the School of Pharmacy at Sefako Makgatho Health Sciences University. Key responsibilities include managing financial and human resources, overseeing academic planning and administration, liaising with stakeholders and health professional bodies, and conducting monitoring, evaluation, and reporting activities. He/She will report to the Dean and must meet the requirements and competencies, and be responsible for the key performance areas listed below.

REQUIREMENTS

- Master's degree in Business Administration (MBA), Public Administration/Management, or any Business related disciplines
- At least six (6) years related experience, preferably within a tertiary environment
- At least two (2) years in a supervisory responsibility in an administrative position, managing complex operations
- Experience in academic planning and administration
- Experience in committee administration and report writing.
- Proven record in interacting with stakeholders e.g., Students, Professional Bodies, Funders etc.
- Experience in sourcing funds or sponsorships and managing large budgets
- Proven ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency
- Knowledge of higher education sector and an understanding of the operations and affairs of a university environment in academic administration will be an added advantage
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)

COMPETENCIES

- Technical/ professional knowledge and skill
- Excellent management and administrative skills
- Ability to develop and implement strategy, and maintain systems
- Strong leadership skills
- Good organizational and planning skills
- Good interpersonal skills
- Good communication (written and spoken) skills
- Research and presentation skills
- Client service orientation

KEY PERFORMANCE AREAS

- Strategic development, implementation of School resources, and integration of operations
- Oversee academic planning and administrative processes to ensure alignment with the School's objectives
- Organize and manage various committee meetings, such as disciplinary hearing committees and student selection committees. This includes preparing agendas, distributing minutes, and providing reports for these committees
- Prepare and present reports to the School EXCO, Dean, and other relevant forums on a timely basis
- Manage human, infrastructure, and financial resources efficiently and ensure accurate and timely reporting on resource usage
- Work closely with the HR department to ensure smooth and efficient handling of all human resources matters
- Maintain communication and ensure compliance with health professional standards
- Manage relationships with stakeholders and develop partnerships to support the School's mission
- Implement monitoring and evaluation systems to assess the effectiveness of programs and initiatives
- Prepare detailed reports based on evaluations and analyses
- Manage projects assigned by the executive team, demonstrating excellent project management skills
- 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: 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 in MS Word and PDF format, should be forwarded to the attention of Ms BG Mbanjwa, on e-mail to hr.recruitment5@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) 521-3071

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.