



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

HUMAN RESOURCES

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.

Specialist: Gender Based Violence (1 post)

Ref:62/2024/BGM/P8

The University is seeking an energetic and dedicated individual to support its Gender Based Violence (GBV) function, bringing expertise in law, gender, power relations, and social justice. The ideal candidate will demonstrate a strong commitment to fostering a safe and inclusive environment and possess the skills to effectively coordinate GBV-related initiatives, provide expert leadership, and engage with diverse stakeholders to drive meaningful change. The incumbent will report to the Deputy Director: ER, Legal and Wellness, and must meet the requirements and competencies, and be responsible for the following key performance areas below:

REQUIREMENTS

- Bachelor's degree (NQF 7) in Social Sciences, Law, Humanities or equivalent qualification
- At least four (4) years of related experience in handling matters related to gender, including activities such as research, advocacy and litigation
- Demonstrated experience in social justice, law or an equivalent field, as well as an understanding of the psychosocial impact of GBV and/or violence
- Sound understanding of the appropriate policies governing the field
- Proven ability to run and/or oversee litigation and disciplinary processes
- Experience in advocacy
- High levels of independent thinking, as well as demonstrated communication and conflict resolution
- An understanding of the higher education landscape regulating social cohesion and university governance, will be an advantage
- Willingness to work out of normal working hours is non-negotiable
- Computer literacy, with a sound knowledge of MS Word, MS Excel, PowerPoint and Internet

COMPETENCIES

- Technical/ professional knowledge and skill
- Strongly self-motivated bringing gravitas, credibility, and unquestionable integrity and confidentiality
- Excellent interpersonal skills and strong stakeholder relations, with the ability to function within

- various teams
- High level communication skills, both oral and written with and ability to act as a representative of the themed area
- Ability to work positively with stakeholders to achieve outcomes and deliver change through people
- Possess a positive 'can do' attitude and approach and ability to work at pace
- Display above average communication skills (written and spoken), with solid report writing skills
- Decision-making and problem solving
- Strong project management skills

KEY PERFORMANCE AREAS

- Actively support the Deputy Director: ER, Legal and Wellness in the achievement of the University's HR strategic goals by developing, and implementing GBV strategies and initiatives aligned with the overall business strategy
- Provide regular consultation and advice to senior management on GBV-related issues and policy adherence
- Act as the custodian and advocate for relevant University policies and procedures related to combatting GBV
- Maintain and update the institution's GBV policies and procedures
- Arrange for training sessions and workshops to educate staff and students on GBV issues and policies
- Represent the University at various meetings and forums, providing regular reports on GBV work to all relevant University structures, including Senior Management and other Committees
- Engage stakeholders to optimize proactive and current GBV-related interventions
- Develop and implement GBV awareness programmes
- Coordinate culture surveys and monitor the impact of programmes
- Craft communications and arrange events to raise awareness on GBV issues
- Manage GBV-related complaints and cases on behalf of complainants with sensitivity and confidentiality
- Maintain a detailed and contemporary database of GBV complaints and cases
- Work collaboratively with relevant Executive Management members to track GBV-related outcomes in their areas
- Collaborate with internal and external stakeholders for effective case management and proactive interventions
- Compile quality monthly management reports with clear tracking, insights, and recommendations
- 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, should be forwarded, for the attention of Ms BG Mbanjwa, by email 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

Final