



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

OFFICE OF THE VICE CHANCELLOR

INSTITUTIONAL PLANNING AND QUALITY ASSURANCE

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.

Manager: Quality Assurance (1 post)

Ref: 93/2024/RM/P6

The Quality Assurance Manager is responsible for the support of Quality Assurance in SMU through coordinating quality assurance reviews for academic, support, administrative and service functions. The incumbent will further service university-wide quality assurance structures, and help with the monitoring of quality assurance initiatives, in order to improve the effectiveness of SMU's Quality Management Systems (QMS). The incumbent reports to the Director Institutional Planning and will furthermore meet the requirements and be responsible for the key performance areas listed below:

MINIMUM REQUIREMENTS

- A Master's degree in a relevant field
- PhD is recommended
- At least five (5) years' experience in Quality Assurance within a tertiary environment
- A sound knowledge of higher education policies related to teaching and learning and Quality Assurance
- Data analysis and developing stakeholder reports
- Report writing experience
- Proven ability to facilitate quality assurance processes in a higher education environment
- Proven engagements with the CHE/HEQC, Professional Bodies and other related quality assurance bodies, frameworks and criteria;
- Project Management experience
- Computer Literate: MS Word, Excel, Power Point, Access / Database, Internet, email

COMPETENCIES

- Technical/ professional knowledge and skill
- People management, including performance management
- Building partnerships and relationships
- Decision-making and problem solving
- Safety awareness

- Communication
- Client services
- Facilitating change
- Impact

KEY PERFORMANCE AREAS

- Actively support the Director in the achievement of the Institutional Research and Planning, Reporting and Quality Assurance strategic objectives
- Ensure leadership and planning in quality assurance and enhancement, and risk management across the University
- Service University wide quality assurance structures by managing internal review processes, and oversee external review process
- Coordinate the processes of preparing for audits, developing institutional improvement plans and compiling progress reports
- Contribute to quality development activities through identifying good practices and development needs arising from the reviews for attention
- Coordinate the ongoing review, evaluation and improvement of SMU's internal QA policies, procedures and systems
- Oversee the maintenance of SMU's document management system and the QA component of the Institutional Planning Department's website
- Stakeholder relations management and partnerships, through effective liaising with national QA bodies and respond to requests for information on QA at SMU
- Compile reports on the activities of the university-wide QA structures for Senate and other stakeholders for purposes of monitoring, evaluation and reporting
- Resource management by contributing to financial controls and planning (budget and finance)
- Human resource management, including performance management within the unit
- Contribute to the overall development of SMU and actively improve institutional culture
- Perform any other duties as assigned by the Director

Closing date: 22 November 2024

Applications from the employment agencies will not be considered.

Typed applications (quoting the reference number) which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Mr TR Moletsane**, by e-mail to hr.recruitment8@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) 521-4774.

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 not to make an appointment.

Final