



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.

Academic Planner (1 post)

Ref: 91/2024/RM/P6

The University is looking for an energetic and dynamic individual as an Academic Planner to support the planning, approval and good governance of new and revised qualifications; ensuring that qualifications are aligned with the Higher Education Qualifications Sub-Framework (HEQSF); analyze and interpret national and local priorities to establish a linkage between regional and national health labour market needs in particular leading to a best fit between SMU's PQM and regional and national needs. The incumbent reports to the Director, Institutional Planning and Quality Assurance and will furthermore meet the requirements and competencies as indicated and be responsible for the key performance areas listed below:

REQUIREMENTS

- A Master's degree in a relevant field
- A PhD is recommended
- Five (5) years experience in an academic planning and quality assurance environment
- Proven engagements with DHET/CHE/SAQA, Professional Bodies and other related quality assurance bodies, frameworks and criteria
- Knowledge of DHET processes for clearance of new or changed academic qualifications
- Knowledge of national and regional plans and processes which impact on planning in higher education
- Demonstrated knowledge of, and experience working with higher education policies related to the social responsiveness role of higher education and academic planning
- Knowledge and understanding of the Higher Education Management Information System (HEMIS)
- Knowledge of the South African higher education system and policies
- Computer Literate: MS Word, Excel, Power Point, Access / Database, Internet and email

COMPETENCIES

- Technical/ professional knowledge and skill
- Building partnerships and relationships

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- Decision-making and problem solving
- Good report writing skills
- Good communication and presentation skills
- Ability to analyze and interpret information
- Good decision-making and problem-solving skills
- Research - especially with qualitative research methods
- Quality assurance and risk management
- Client/student service orientation

KEY PERFORMANCE AREAS

- Provide strategic advice on enrolment planning in relation to internal and systemic concerns relating to institutional size and shape
- Facilitate engagement between the IPQA and Schools on enrolment planning
- Compile, obtain approval and submit the DHET enrolment planning submissions, providing a strategic assessment of SMU's strategic goals
- Providing support (including curriculum advice) for the planning of new qualifications and changes to existing qualifications in line with the specifications of the Higher Education Qualifications Sub-Framework (HEQSF) and institutional and national policies
- Facilitate the processes of approval for new qualifications including Short Learning Programmes (SLPs) through the institution's committees
- Complete the relevant information required for the submission of applications for approval by the Department of Higher Education and Training (DHET), accreditation by the Higher Education Quality Committee (HEQC), and registration of new qualifications with the South African Qualifications Authority (SAQA) on the National Qualifications Framework (NQF)
- Support Academic Administration to ensure that all records within the institution are in line with accreditation outcomes
- Maintain an internal database of all qualifications registered with SAQA, updating the institution's Programme and Qualification Mix, and responding to institutional queries
- Prepare agenda items for the Teaching and Learning Committee/Academic Planning Committee/Executive Committee of Senate
- Facilitate external environmental scans and extract possible opportunities and implications for the university
- Conduct research on higher education trends to support the institution's Teaching and Learning Strategy and strategic goals
- Strengthening the articulation between the university's planning processes and developmental challenges facing society
- Ensure the integrity and currency of the University's Programme and Qualification Mix [PQM]
- Oversee the maintenance of a database of social responsiveness at SMU and promote the utilisation of the information in the database both internally and externally
- 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.recruitment4@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