



**SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY**  
**OFFICE OF THE VICE CHANCELLOR**

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.

**ADVISOR TO THE VICE-CHANCELLOR (1 post)**  
**(5-year fixed-term contract appointment)**  
Ref: 112/2024/OM/P5

Sefako Makgatho Health Sciences University (SMU) offers professional health sciences training and education in a range of fields through excellence in teaching, learning, innovative research and community engagement. The University seeks an astute and energetic professional for the position of Advisor to the Vice-Chancellor, and who can deliver within a fast paced environment. S/he will provide professional and strategic support to the Vice-Chancellor with regard to institutional matters that require business acumen together with, specialized knowledge and expertise in governance, risk, compliance, and legal matters.

The incumbent will be appointed on a five (5)-year fixed term appointment and will report to the Vice-Chancellor. The Advisor must meet the requirements, competencies and be responsible for the key performance areas listed below:

**MINIMUM REQUIREMENTS**

- An LLB degree
- Be an admitted Attorney/Advocate
- Member of Legal Practice Council in terms of the Legal Practice (Act 28 of 2014)
- Ten (10) year's minimum experience in the legal discipline, corporate governance, contract management, supply chain management, risk and compliance knowledge
- Five (5) years leadership experience in a senior leadership role
- Must have business acumen, with heightened strategy development skills
- Conceptual planning abilities with sufficient detail orientation
- Professional writing and communication skills is a critical requirement
- Experience in a higher education context is an added advantage
- 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, and Internet

**COMPETENCIES**

- Technical/ professional knowledge and skill
- Strategic leadership, decision making and problem solving

- Manage complexity and ambiguity and think strategically under pressure
- Can be counted on to get the job done
- Ability to work independently
- Exceptional work ethic and commitment to delivery
- Comfortable with technology
- Personal impact, stature, and credibility, with an intrinsic value set of honesty and integrity
- Facilitating change
- Decision-making and problem solving in the face of ambiguous, uncertain and conflicting situations
- Negotiation skills: bargaining successfully by using the ability to assimilate information and to evaluate possibilities against background of sound knowledge of the landscape
- Team player

## **KEY PERFORMANCE AREAS (KPAs)**

### *Strategy implementation*

- Translates strategic goals into tactical plans pertaining to the Office of the Vice-Chancellor
- Sets goals, objectives and priorities agreed with the Vice-Chancellor
- Contributing subject matter expertise in institutional strategic planning, provides input into governance committees and implements strategic projects/initiatives approved
- Identifies issues/problems, coordinating solutions and outcome driven processes
- Engages with internal stakeholders to facilitate business process flow, and monitors performance objectives and achievements

### *Legislative Compliance*

- Stays abreast with Corporate Governance policies and procedures
- Compiles and prepares legal opinions including statutory reports and advise to governance committees
- Prepares and submits source documents on audit queries
- Reports deviation from governance norms, approved procedures and practices

### *Risk compliance*

- Stays abreast of institutional risk mitigation plans
- Resolves issues and problems with external suppliers/vendors/contractors
- Resolves issues and problems relating to internal risk factors

### *Planning and Budgeting*

- Identifies and reports on risk plans and implementations
- Plans the budget process for the Office of the VC, staying abreast of deadlines
- Actively develops partnerships to contribute to financial sustainability through third-stream income
- Executes budget inputs

### *Procurement Policy Compliance*

- Stays abreast of procurement policy and procedure and provides input and stay abreast with the contents of agreements
- Provides input in terms of reference, request for proposal documents
- Monitors that product quality of goods/services is according to agreements, and monitors quality of goods/service delivery

### *Sustainability Goal Implementation*

- Stays abreast with sustainability goals and plans, including legislation relating to relevant sustainability issues
- Communicates goals and plans to stakeholders
- Monitors sustainability achievements
- Implements corrective actions for deviations to plan, and report on sustainability metrics and issue

### *Transformation Goal Implementation*

- Stays abreast of transformation legislation, goals and policies
- Implements transformation goals and policies in decision-making
- Compiles with fair and non-discriminatory practice
- Reports on transformation goals and metrics

### *Legal advise and support*

- Stays abreast of legislation impacting on tertiary education
- Stays abreast of governance best practices and legislation, and statutory reporting requirements
- Stays abreast with and suggest changes to policies and procedures which have a legal impact
- Providing legal support and advise to the Vice-Chancellor
- Scrutinizing contracts and service level agreements (procurements/supply chain management)
- Notes areas of risk, legal exposure and quality deficiencies
- Scrutinizing outgoing correspondence and documents from the VC's office, and assisting with the correct drafting of reports
- Assisting with the analysis of figures and data for inclusion in reports
- Collaborating with closely with the legal function of the institution, and with external legal service providers
- Providing input at high level committees and to Council
- Providing guidance and training to the executive leadership on pertinent issues relating to legal matters, compliance and governance

### *Organisational Safety, Health Environment (SHE) policy compliance activities*

- Remains abreast with SHE policy and procedure
- Arranges for SHE audits
- Monitors that safety committees are operational and up to date
- Conducts spot checks of physical environment for safety hazards

### *General*

- Performs duties as the employer may from time to time assign
  - Actively contributes to a healthy SMU culture of impeccable ethics, sound governance and accountability
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**Closing date: 22 November 2024**

**Applications from Employment Agencies will not be considered.**

Typed applications (**quoting the reference number**) which should contain documents mentioned below should be forwarded, for the attention of **Ms. O Makondo** by e-mail at [hr.recruitment1@smu.ac.za](mailto:hr.recruitment1@smu.ac.za)

**Documentation required for application:**

- **A full curriculum vitae; as well as**
- **An abbreviated (no more than two pages) curriculum vitae;**
- **A self-evaluation by the applicant of his/her suitability for appointment;**
- **The applicant's vision for the portfolio;**
- **The names and contact details of at least three referees (provided that the University reserves the right to appoint and consult its own referees); and**
- **An indication in writing by the candidate that he/she accepts the applicable Appointment Regulation and Procedure of the University**

**No hand delivery or posting of applications**

**All candidates shortlisted will be required to submit themselves to a competency assessment.**

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) 521-4393/4707*

***The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.***

*Correspondence will be limited to short-listed candidates only. Applications 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***