



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

OFFICE OF THE DEPUTY VICE-CHANCELLOR: ACADEMIC AND RESEARCH

CENTER FOR UNIVERSITY TEACHING AND LEARNING (CUTL)

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.

TEACHING AND CURRICULUM DEVELOPMENT SPECIALIST (1 POST)

Ref: 88/2024/BGM/P8

The University is seeking a dynamic individual who will be responsible for the academic staff development in respect to teaching and learning, curriculum practices including monitoring and evaluation of curriculum implementation, academic and program evaluation, as well as the scholarship of teaching and learning. The incumbent will report to the Manager: Teaching Development, and must meet the requirements and competencies, and be responsible for the key performance areas below:

MINIMUM REQUIREMENTS

- Master's degree in Health Professions/ Sciences Education/ Education or equivalent
- At least two (2) years previous experience as an academic development practitioner in the higher education sector
- Experience of teaching within the higher education sector
- Expert knowledge of teaching and learning, curriculum development, assessment and reflective practice within the higher education sector with a focus on conceptualizing, designing and delivering professional learning opportunities to academic staff
- Experience with e-learning and learning management systems

COMPETENCIES

- Technical/ professional knowledge and skill
- Communication and presentation skills
- Coaching and mentoring
- Continuous learning
- Decision making and problem solving
- Building strategic alliances and partnerships
- Good interpersonal skills
- Professional and ethical standards

- Quality assurance management
- Client/student service orientation

KEY PERFORMANCE AREAS

- Develop, implement and evaluate teaching and learning development initiatives for academic staff
- Conceptualise and coordinate peer and student evaluation of teaching and learning
- Initiate and coordinate teaching portfolio development and peer review
- Contribute to curriculum development, delivery as well as monitoring and evaluation in schools
- Provide reflective and reflexive practitioner engagements with academic staff and contribute to capacity building related to educational development within academic departments
- Act as a School liaison for all teaching and learning matters including accreditation preparation, reviews and report
- Active involvement in the scholarship of teaching and learning and higher education research
- Drive excellence in teaching and learning, educational leadership and management
- Compile and contribute to relevant strategic and operational reports as and when required
- Communicate and consult with teaching and learning relevant stakeholders institutionally and nationally
- Contribute to the overall development of SMU, and actively improve institutional culture
- Perform any other duties assigned by the line manager

Closing date: 22 November 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 emailed to Ms BG Mbanjwa in MS Word and PDF format, 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