



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SCHOOL OF SCIENCE AND TECHNOLOGY

DEPARTMENT OF BIOLOGY AND ENVIRONMENTAL SCIENCES

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.

SENIOR TECHNICAL OFFICER (1 POST)

REF: 113/NGM/2024/P8

The University is looking for a dynamic and energetic individual who will be responsible for teaching and learning, research and community engagement and proving support to the department/school in pursuit of its academic objectives. The incumbent reports to the HOD: Biology and Environmental Sciences and must meet the requirements, competencies, and be responsible for the key performance areas listed below:

MINIMUM REQUIREMENTS

- A Master's degree in Biology / Zoology / Para-Clinical Sciences / Botany
- At least three (3) years relevant experience in any Laboratory
- Proof of registration for a PhD degree in Biology / Zoology
- Proof of a publication will be an added advantage
- Evidence of conducting practical sessions
- Evidence of using laboratory instrumentation
- A valid South African driver's license
- Proven ability to navigate online platforms such as Blackboard Collaborate, Zoom or Microsoft Teams with requisite proficiency
- Computer literacy, with a sound knowledge of MS Word, MS Excel and the Internet

COMPETENCIES

- Ability to work in a team
- Ability to coordinate, prepare and present practical sessions in Biology and Environmental Sciences
- Excellent oral and written communication skills
- Ability to multi-task in a fast-paced environment
- Consistent demonstration of the highest level of integrity

KEY PERFORMANCE AREAS

- Coordinate, prepare and present Practicals to Biology and Environmental Science students
 - Draw up practical manuals for students
 - Set and mark practical assessment papers
 - Assist in research activities and sample analysis
 - Assist in training both the under- and postgraduate students
 - Provide students with timeous information and feedback on their academic progress in the Practicals
 - Handle any other administrative/technical duties to support teaching and research
 - Attend to any other duties as assigned by the Head of Department
 - Contribute to the overall development of SMU
 - Actively promote institutional culture
 - Serving on various School and University committees
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Closing date: 22 November 2024

Applications through Employment Agencies 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 Mrs NG Motsamai by e-mail applications in MS Word format, 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) 521-3893

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.