



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SCHOOL OF MEDICINE

OFFICE OF THE DEAN

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:

PROJECT COMMUNICATIONS OFFICER (1 post)

Ref: 31/2024/JSM/P9

The incumbent will be responsible for providing project management support for all innovation-related activities and overseeing the maintenance of physical infrastructure and the execution of events within the School of Medicine: Office of the Dean within Sefako Makgatho Health Science University. The Incumbent will report to the Operations Manager and must meet the requirements and competencies and be responsible for the key performance areas below.

REQUIREMENTS

- Bachelor's degree in Business administration
- A completed qualification in Project Management or Event Management including Honours degree will be an added advantage
- Three (3) years of experience in project coordination, communication, and/or event management
- High level of proficiency in utilising different software solutions including MS Excel, MS Project and other common software packages is essential
- Familiarity with financial management principles and practices, including budgeting, expenditure tracking, and financial reporting
- Must be able to collect and record project information from inception to close-out phase
- Experience in partnership management and stakeholder engagement is highly desirable
- Computer literacy, with a sound knowledge of MS Word, MS Excel, Internet and competency of ITS
- Ability to manage multiple programmes or projects simultaneously
- Must be familiar with procurement processes and contract administration
- Knowledge of infrastructure maintenance practices would be an advantage

COMPETENCIES

- Technical/professional knowledge and skill
- Good writing, communication and presentation skills
- Ability to maintain strict confidentiality

- Client service orientation
- Meticulous attention to detail
- Ability to work under pressure
- Coaching and mentoring
- Strategic decision-making and problem solving
- Professional and ethical standards
- Managing work standards
- Personal impact, stature and credibility
- Building strategic alliances and partnerships
- Aligning performance to success
- Facilitating change
- A team player

KEY PERFORMANCE AREAS

- Oversee and manage school projects to ensure successful execution and alignment with institutional objectives
- Oversee the maintenance and upkeep of the school's physical infrastructure, ensuring functionality and compliance with safety standards
- Collaborate with relevant teams to ensure that all facilities and equipment remain operational and well-maintained
- Assess infrastructure needs, budgeting, and maintenance schedules for clinical training sites, providing regular reports
- Conduct visits to clinical training sites verify and evaluate identified issues, ensuring prompt resolution
- Develop and maintain comprehensive project documentation, including Memorandums of Agreement (MOAs), Service Level Agreements (SLAs), project plans, and reports
- Facilitate meetings and discussions with key stakeholders to explore partnership opportunities and foster collaborations
- Organise and oversee events within the school, ensuring smooth execution
- Manage and coordinate task team meetings for school events to enhance planning and implementation
- Identify and engage potential sponsors and partners for school events and projects
- Maintain effective communication with relevant stakeholders to ensure seamless project execution
- Conduct quality assessments before events to guarantee excellence in execution
- Contribute to the overall development of SMU, and actively promote institutional culture
- Any other duties as assigned by the HOD

Closing date: 19 March 2025

Application from 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 **Mr JS Mahlaola**, by email to hr.recruitment6@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) 521-3906.

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