



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

OFFICE OF THE VICE CHANCELLOR

Sefako Makgatho Health Sciences University (SMU) is a comprehensive university located in Ga-Rankuwa, north of Pretoria. The institution holds a distinctive and exciting mandate to shape the education and training of medical practitioners, health professionals, and scientists across various disciplines.

In 2024 SMU proudly marked a decade of excellence in higher education. Since its establishment, SMU has devoted itself to the mission of developing a dynamic learning environment, prioritizing both student success and academic innovation. The University's commitment to building, optimizing, and stabilizing a supportive campus has resulted in a thriving institution known for its academic quality, groundbreaking research, and dedicated community service.

This relentless pursuit of excellence culminated in an outstanding achievement where SMU earned a top spot in the Times Higher Education World University Rankings, securing 11th place among South Africa's universities. This recognition highlights SMU's transformation into one of the country's foremost institutions in health sciences education, underpinned by a commitment to social relevance, cutting-edge research, and impactful community engagement.

The University wishes to invite applications for the following **five-year fixed-term** contract position:

REGISTRAR (1 Post) (5-year contract appointment)

Ref no: 112/2025/MMM/P3

The Registrar will provide strategic leadership and institutional governance, and act as Secretary to Council, Senate and the respective sub-committees and structures, and manage student academic administration. The incumbent will be expected to provide leadership in all activities related to Institutional Governance, Academic Administration, Committee Services, Records Management and Legal Services, including serving as the authorised keeper of the University's records. The incumbent reports to the Vice Chancellor and will furthermore be responsible for the key performance areas and competencies listed below:

MINIMUM REQUIREMENTS

- At least a Master's degree in Public Administration, Law or a related field

- At least ten (10) years relevant experience in academic administration within a tertiary education or related environment, with the last five (5) years in a senior management capacity
- In-depth knowledge of tertiary education legislation environment and transformation imperatives
- Relevant university administrative experience in policy framework and governance structures
- Superior interpersonal skills and must be able to operate at all levels of the organisation
- Strategic leadership and people management skills
- A good understanding and experience in change management implementation

RECOMMENDATION

- A Doctorate would be a strong recommendation
- Knowledge and application of the ITS Student Administration and Governance Information System and appreciation of relevant Governance and Student Administration software programs will be an added advantage

COMPETENCIES

- Technical/ Administrative professional knowledge and skill
- Strategic and visionary leadership
- Resource management, including people and performance management
- Excellent budget and financial management
- Building strategic alliances and partnerships
- Personal impact, stature and credibility
- Emotional intelligence and political sensitivity
- Management of complexity and ambiguity
- Management of transformation and change management
- Quality assurance and risk management
- Corporate governance
- Decision-making and problem solving
- Excellent communication and presentation skills
- Action orientated
- Team player

KEY PERFORMANCE AREAS (KPA's)

- Provide strategic leadership and institutional governance to the University in accordance with the Higher Education legislative framework.
- Lead the Office of the Registrar to ensure high performance and enhancement of the service department's image
- Ensure institutional rules and regulations are in place, aligned to Higher Education legislation
- Ensure that Council, Senate and subcommittees and structure meeting procedures are in place to ensure the necessary corporate governance
- Ensure regard for compliance and corporate governance with a view to achieving accountability and best practice

- Ensure that Institutional protocols and procedures are followed and that applicable rules and regulations are complied with
- Continuous review of SMU's system of governance to ensure that best practice is maintained
- Provide legal services and institutional compliance, and provide the necessary legal guidance and oversight for institutional operations
- Act as custodian and depository of binding contracts and agreements
- Advice on matters relating to student discipline to be in compliance with University rules
- Instruct and liaise with the University's attorneys in matters concerning litigation
- Committee Administration
- Ensure management of the University information compilation for public, applications and admissions
- Manage the registration process of students to ensure bona fide studentship
- Ensure effective and efficient management of examination, students' marks, student records, graduation and certification of students
- Manages the provision of an institutional registry and archiving system
- Policy and procedure development and administration
- Act as custodian and depository of university policies and procedures
- Manage human resources, including performance management, and lead and inspire staff and provide clear direction
- Perform budget/financial management, with the requisite executive oversight
- Quality assurance and risk management
- Undertake SHE Management (section 16 (2) responsibilities assigned by OHS Act)
- Re-engineer business processes to improve effectiveness and efficiency, and drive innovation
- Manage transformation to ensure the internalization of an organisational and performance culture that supports the strategic imperatives of SMU
- Stakeholder relations management and partnerships
- Monitoring, evaluation and reporting, including the development of M&E systems for all Registrar functions
- Contribute to the overall development of SMU and actively improve institutional culture

Closing date: 9 January 2026

This appointment is a five-year renewable contract appointment based on performance.

Applications from Employment Agencies will not be considered.

Application procedure:

Candidates should submit their applications to the acting Senior Director: Human Resources, for the attention of Ms. Lebo Molefe at hr.recruitment1@smu.ac.za by **no later than 12:00** on the closing date stated in this advertisement.

Applications should be accompanied by:

- A full curriculum vitae; as well as an abbreviated (no more than two pages) curriculum vitae
- Certified copies of the Identity document
- Certified copies of qualifications
- The candidate's declaration of intent
- 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

All candidates shortlisted may be required to submit themselves to 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 must be directed to the acting Senior Director: Human Resources: (012) 521- 5786/4393.

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

Correspondence will be limited to short-listed candidates only.

The University reserves the right not to make an appointment.