



## **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. The University wishes to invite applications for the following five-year contract position.

#### **Director: Project Management Office (1 post) five (5)-year fixed term contract**

*Ref:114/2025/RM/P5*

The University is looking for an energetic professional for the position of Director: Project Management Office to define, maintain and ensure project management standards across the University and act as a centralised and coordinated management hub for all projects, with the aim of creating efficiencies and benefit realisation in projects and linking projects to the institutional objectives. Also to ensure projects are managed in terms of the scope, time and budget while ensuring adherence to quality, legal and cost requirements and ensuring a basis for benefits realisation is set.

He/She will report into the Vice Chancellor and must meet the requirements and competencies and be responsible for the key performance areas listed below.

#### **MINIMUM REQUIREMENTS**

- Degree in Commerce, Engineering, Science, Computer Science, Information Technology, Business Law
- Ten (10) years of Project Management experience of which five (5) years should be at managerial level
- A post graduate recognized Project Management Qualification/Certificate
- Must be registered with the Professional Construction Project Manager or Project Management Professional (prEng/prCPM)
- Active professional body membership with Project Management SA (PMSA), Project Management Institute (PMI), South African Council for the Project and Construction Management Professions (SACPCMP)

- Experience in the Higher Education Sector, including comprehension of the DHET Macro Infrastructure Framework will be an added advantage
- Onsite experience in construction and Project Management, including Financial Management of Construction Projects
- 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
- Negotiation: bargain successfully by using the ability to assimilate information and to evaluate possibilities against a background of sound knowledge of the landscape
- Advanced communication skills (both written and spoken), including the ability to produce clear, concise, and professional reports
- The ability to analyse and determine gaps in product/service provision to constantly remain relevant, increase customer service and improve or renew the institution's offering
- The ability to understand negative consequences and threats and to manage decisions/business processes to negate/minimize risk
- Strong team leadership and people management capability
- Strong interpersonal relations, collaboration, and stakeholder management
- Personal impact, stature, integrity and credibility with high
- Ability to work independently and under pressure with tight deadlines
- Can be counted on to get the job done
- Exhibits professionalism, accountability, and a strong commitment to quality

## **KEY PERFORMANCE AREAS**

- ***Legislative Compliance***
  - Stays abreast with Corporate Governance policies and procedures
  - Provides input to governance committees, information-and decision-making bodies
  - Monitors compliance to Corporate Governance structures, policies and procedures
  - Report on projects, programs and portfolio governance, risks, resources, scheduling, performance etc to the management and oversight structures
- ***Project Management***
  - Oversee project managers in other areas and takes responsibility for the quality and value of University projects
  - Monitors effectiveness of project management across the institution
  - Lead the project management Strategy, plan and ensure effective stakeholder management
  - Maintain oversight of key projects and provide regular performance reports to executive management
- ***Project Liaison for Large Capital Projects***
  - Monitors the implementation of projects by contractors
  - Evaluates the effective procurement of professionals, contractors, and suppliers
  - Collaborates closely with Finance, Institutional Planning and Built Environment
  - Fosters sound, ethical relationships with professionals, contractors & suppliers

- ***Risk Compliance***
  - Implement risk mitigating policy, plans and preventative action strategies
  - Manage project management risks relating to delivery within budget, time and quality
  - Resolves basic issues and problems with external suppliers/ vendors /contractors
  - Stays abreast of institutional risk mitigation plans
- ***Planning and Budgeting***
  - Prepare, manage and administer the projects portfolio budget and work break structures
  - Actively develops partnerships to contribute to financial sustainability through third stream income
  - Provides standard monthly financial reports
  - Analyses financial information of projects
- ***Procurement Policy Compliance***
  - Collaborates with the legal and procurement function regarding non-compliance
  - Provides input into terms of reference, request for proposal documents
  - Resolves conflict/non-compliance according to policy & procedure
  - Fosters professional and ethical supplier relationships
  - Monitors that product/service delivery is according to agreements
- ***Change Leadership and transformation implementation***
  - Develop, manage and execute the project communication plans for key projects
  - Collaborate with Human Resources (HR) / Project Team
  - Communicate change expectations to employees
  - Determines & categorises change risk(s)
  - Act as the agent for change, driving continuous improvement and working closely with the transformation team to mobilise and embed functional and cultural change
  - Implements transformation goals and policies in decision making
  - Stays abreast of transformation legislation, goals & policies
- ***People Management within span of control***
  - Plans Human Resource allocation, acquisition, retention & motivation based on Resource Plan
  - Monitors deviations from plan, problem resolution & corrective action initiated
  - Manages development of staff and human capital process

#### **Safety Health & Environment (SHE) Management**

- Adheres to the SHE policy
- Collaborates with institutional leadership in the roll-out of SHE programs
- Contribute to the overall development of SMU and actively improve institutional culture
- Any other duties assigned by the Vice-Chancellor

.....

**Closing Date: 12 December 2025**

**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 **Mr R Moletsane** by e-mail at [hr.recruitment1@smu.ac.za](mailto:hr.recruitment1@smu.ac.za) not later than 16h00 on the closing date.

**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.

**All shortlisted candidates may 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.

**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.**