



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

CENTRE 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.

Manager: Community Engagement (1 Post) (Re-advert)

Ref: 51/2023/BGM/P7

The University is looking for an energetic individual who will be responsible for coordinating the community engagement activities of the university to ensure the achievement of its mission, vision and strategic objectives in relation to community engagement. The incumbent will support the university in building and maintaining collaborations and partnerships with the wider community, as well as facilitates the delivery of the university's community-based initiatives in collaboration with the schools and other relevant institutional stakeholders. Other responsibilities include the promotion of awareness of and participation in community engagement by staff and students across all schools and ensuring that all community engagement projects/activities are aligned to the institution's strategic goals and objectives. The incumbent will report to the Director: CUTL, and must meet the requirements and competencies, and be responsible for the following key performance areas below:

MINIMUM REQUIREMENTS

- Master's degree in Health Sciences, Social Sciences, Social Science Education, Sustainability, Community Development, Entrepreneurship or any related field
- A Doctoral degree will be an added advantage
- Two (2) years Managerial/Leadership experience in the higher education sector, including management and supervision
- At least five (5) years' experience in community engagement in the higher education sector
- Computer literacy, with a sound knowledge of MS Word, MS Excel, and Internet Proven ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency
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COMPETENCIES

- Technical/professional knowledge and skill
- Good writing and presentation skills
- Good communication and interpersonal skills
- Ability to maintain strict confidentiality
- Client service orientation
- Meticulous attention to detail
- Ability to work under pressure
- Problem solving skills
- Personal impact, stature and credibility
- Building strategic alliances and partnerships
- Aligning performance to success
- Facilitating change
- A team player

KEY PERFORMANCE AREAS

- Coordinate the development of the community engagement strategy, plans, monitor and evaluate the implementation thereof across the university
- Manage community engagement related projects and activities
- Provide support in curriculum development for community engagement
- People management, financial management and health and safety management.
- Facilitate training to staff and students in relation to the delivery of community engagement, including, service learning, community-engaged research and community outreach and volunteerism.
- Develop and review community engagement related policies and procedures, guidelines
- Promote community engagement strategy for institution-wide awareness
- Collaborate with schools, support units and students to facilitate delivery of community engagement
- Establish and maintain institutional community engagement database and associated information and records
- Coordinate institutional reporting by schools on community engagement related activities
- Interact with external community stakeholders (local communities, government, non- governmental organisations, businesses, etc.)
- Assist schools and support services units to establish and maintain community engagement partnerships and projects with the local communities, government, non-governmental organisations, businesses and other strategic community service providers.
- Produce and disseminate community engagement related media and communication, including newsletters and updates, social media, flyers and other promotional material
- Support schools, departments, staff and students to identify engaged research niche areas and projects/activities
- Support research related directorates and committees, schools, departments and staff to align engaged research to identified needs and imperatives
- Facilitate impact measurement of engaged research projects/activities
- Explore opportunities to establish and grow engaged research publications in accredited journals
- Exploring opportunities to establish and grow scholarship of engaged teaching and learning publications in accredited journals
- Ensure compliance with the University's safety and health policies and procedures
- Contribute to the overall development of SMU, and actively improve institutional culture
- Perform any other duties assigned by the HOD and/or DVC

Closing date: 13 March 2026

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 forwarded for the attention of **Ms BG Mbanjwa**, in MS Word and PDF format, to hr.recruitment9@smu.ac.za not later than 16h00 on the closing date as stated in the advert.

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