



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

CENTER 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: Teaching Development (1 Post)

Ref: 1/2026/BGM/P7

The University is seeking a dynamic individual to manage the development of curriculum, teaching and learning, and assessment practices within schools. The incumbent will lead teaching development initiatives, ensure quality assurance, and effectively manage stakeholder relationships. Additional responsibilities include overseeing people management and financial management. The incumbent reports to Director: CUTL and must meet the below requirements and competencies and be responsible for the key performance areas listed below:

MINIMUM REQUIREMENTS

- PhD degree in Health Professions Education /Health Science Education /Education /Science Education or related field
- Relevant basic degree in Health Sciences/Professional Disciplines/ Education/Science Education or related field
- At least 5 years exposure to or experience in the higher education sector, including management and supervision
- Postgraduate Diploma in Higher Education will be an added advantage
- Experience in curriculum development and expert knowledge of literacy instruction, research-based instructional practices, adult learning theory, elements of effective professional development and best practices in facilitation

COMPETENCIES

- Technical/ professional knowledge
- Resource management skill
- People management including performance management
- Building strategic alliances and partnerships

- Quality assurance and risk management
- Corporate governance
- Health and safety management
- Decision-making and problem solving
- Communication and presentation skills
- Client/student service orientation
- Good analytical skills
- Good report writing skills

KEY PERFORMANCE AREAS

- Assist the Director in achieving the strategic objectives and goals of CUTL by developing the curriculum and enhancing learning, teaching, and assessment practices within Schools
- Lead and plan teaching development initiatives, engage with external stakeholders, and ensure quality assurance and risk management
- Oversee the development of curricula and the improvement of learning, teaching, and assessment practices, including:
 - Organizing courses, workshops, conferences, and consultations
 - Evaluating learning, teaching, and assessments
 - Facilitating curriculum development, review, renewal, and transformation
 - Managing curriculum mapping, recording, and reporting through the LOOOP system
 - Coordinating the development of e-learning instructional designs
- Enhance academic staff competencies in pedagogy and teaching methodologies
- Coordinate and initiate peer and staff evaluations of teaching and learning
- Lead portfolio reviews for academic staff promotions and rewards in collaboration with HR and Line managers
- Assess the impact of all teacher education projects
- Develop and review new teaching development policies and procedures
- Oversee HR management tasks, including job descriptions, performance management, leave management, and personnel development
- Manage financial aspects, including budgeting, asset control, and reporting
- Ensure quality assurance and manage risks effectively
- 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 line manager

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Closing date: 13 March 2026

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 **Ms BG Mbanjwa**, in MS Word and PDF format, to hr.recruitment8@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