



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

OFFICE 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: SMU earned a top spot in the Times Higher Education World University Rankings, securing 10th place among South Africa's universities. This recognition highlights SMU's transformation into one of the nation'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:

**EXECUTIVE DIRECTOR: INSTITUTIONAL SUPPORT (1 post)
(5-year fixed-term contract)**

Ref no: 10/2025/MMM/P3

The Executive Director: Institutional Support will provide strategic leadership and effective management of all institutional support services within the University. This role is pivotal in ensuring that these services operate efficiently and align with the University's strategic objectives. This includes ICT, Estate management, including the maintenance, renewal/replacement of existing infrastructure and safety and security. However, the Vice-Chancellor reserves the right to add functions to or remove functions from this portfolio.

The incumbent reports to the Vice Chancellor and will be responsible for the key performance areas listed below.

MINIMUM REQUIREMENTS

- A Master's Degree with specialization in at least one of the disciplines related to the abovementioned institutional support functions
- At least ten(10) years' related experience in an Institutional Support environment, of which the last five (5) years has been in a senior leadership (Director) role
- Registration with a relevant professional body and a qualification in project management will be a strong recommendation
- Demonstrable ability in conceptualising, planning and implementation of institutional support functions and initiatives
- Strategic leadership and people management skills
- Superior interpersonal skills and the ability to function at all levels within the organization
- A working knowledge of strategic planning and budgeting and financial management
- Computer skills (MS Office suite)

COMPETENCIES

- Technical/ professional knowledge and skills
- Strategic and visionary leadership
- Client service orientation
- Decision-making and problem solving
- Communication and presentation skills
- Conflict management skills
- Confidentiality, tact and discretion when dealing with people
- Building strategic alliances and partnerships
- Management of transformation and change
- Personal impact, stature and credibility
- Emotional intelligence and political sensitivity
- Management of complexity and ambiguity

KEY PERFORMANCE AREAS (KPA's)

- Provide strategic leadership for the Institutional Support Services allocated to this portfolio by the Vice-Chancellor
- Implement a leadership philosophy and culture that will support the implementation of SMU vision, values and strategic objectives
- Strategy development, planning and execution in the achievement of the Institutional Support Services department's strategic objectives
- Operations management and integration skills
- Promoting innovation in the institutional support services and re-engineering business processes to improve effectiveness and efficiency
- Ensure projects are properly scoped; projects are within technical quality specification and completion is within agreed schedule
- Develop and manage annual maintenance and infrastructure plans
- Policy and procedure development and execution
- Ensure quality assurance and risk management

- Perform budget/financial management
- Manage human resources and apply performance management
- Ensure compliance to SHE Management (section 16 (2) responsibilities assigned by OHS Act)
- Stakeholder relations management and partnerships
- Monitor, evaluate and report on portfolio areas and provide strategic reports to support decision-making
- In-depth knowledge of institutional support systems
- Contribute to the overall development of SMU and actively improve institutional culture

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Closing date: 13 March 2026

Applications from Employment Agencies will not be considered.

Application procedure:

Application procedure: Candidates should submit their applications to the 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 will 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: (012) 521-4707/4393

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.