



## SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

### STUDENT AFFAIRS

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.

#### **Coordinator: Residences (1 Post)**

Ref: 14/2026/BGM/P9

The University is looking for an energetic individual who wants to contribute to a positive experience for its students, by providing quality residence services and promote living / learning communities that stimulate, enhance and extend the total learning experience. He/She will report to the Head: Residences and must meet the requirements, competencies; and be responsible for the following key performance areas below.

#### **MINIMUM REQUIREMENTS**

- A Degree/Diploma in Social / Behavioural Sciences or equivalent
- Four (4) years' experience in a similar function
- Experience in a tertiary education environment will be an added advantage
- Must be computer literate (MS Word, Excel, PowerPoint, Access/Database, Internet, e-mail)
- Valid driver's license will be an advantage

#### **COMPETENCIES**

- Technical/ professional knowledge and skill
- Well-developed project management skills
- Good writing and presentation skills
- Good communication and interpersonal skills
- The ability to apply good judgment, tact, and diplomacy in dealing with people Client service orientation
- Meticulous attention to detail
- Ability to work under pressure
- Problem solving
- Personal impact, stature and credibility
- Building strategic alliances and partnerships

## KEY PERFORMANCE AREAS

- Stays abreast of institutions rules, policies & procedures governing residences as well as student admissions and exclusion plans
- Administrator placements and performs general administration
- Liaise with Finance functions regarding student accounts
- Draft report on residence occupation, student numbers, issues, and conduct random room inspection on regular basis
- Resolves queries and issues and escalate complex problems to leadership
- Ensure compliance with the University's safety and health policies and procedures
- Monitor residence for SHE compliance and stay abreast of SHE policy for residences
- Implementing safety awareness drives and educate students on aspects of basic health and safety such as Firefighting, Basic First Aid and Food Handling
- Report all non-SHE compliant devices, signage, or situations to the relevant function
- Draft consolidated report to leadership regarding all safety & wellness issues
- Provide feedback to parents/guardians when needed
- Implement and monitor the execution of development plans in residences
- Draft consolidated reports and make submissions to the relevant committees
- Document and communicate decisions back to students at formal meetings
- Liaising with internal & external Health & Wellness service providers such as Emergency Services (SAPS, EMT, Fire Department), Counselling services, Aids Awareness, Clinic/Doctor and the Disability units
- Arranges for student transport where required
- Distributes rules, policies, and procedures to each student and implement discipline in residences
- Provides formal feedback on disciplinary issues
- Draft schedule/plan for cleaning and sanitation and monitors cleaning and sanitation of residences
- Co-ordinate planning with student structures, workers, and service providers
- Draft a list of problems for maintenance department at the end of each semester
- Monitors deep cleaning of ablution areas and the pest control as per plan
- Conduct thorough checking of all rooms for damages & arrange for the removal of extra furniture
- Logs ticket for work order with regards to maintenance issues
- Monitor the execution of service providers with regards to basic expectation/quality of work
- Follows-up with Maintenance regarding work orders
- Administrate claims for damaged assets from parents/guardians/persons responsible for student account in the event of damage
- 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: 18 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 by e-mail applications in MS Word and PDF format, to [hr.recruitment5@smu.ac.za](mailto:hr.recruitment5@smu.ac.za) not later than 16h00 on the closing date as stated on 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***

Final