



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

RESEARCH AND INNOVATION DIRECTORATE

SIBUSISO BENGU DEVELOPMENT GRANT (SB-DG)

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 opportunities below:

RESEARCH OFFICER (1 post) (5-year fixed term contract appointment)

Ref: 45/2026/MJM/SB-DP

The incumbent will be responsible for the coordination and implementation of research capacity development initiatives at the university, aligned with the strategic objectives of the Research and Innovation Directorate. This includes activities designed to enhance the research skills, capabilities, and overall research capacity of academic staff and postgraduate students. Key responsibilities include organising short courses such as the Research Methodology and Biostatistics, as well as the training sessions and workshops on Postgraduate Supervision, Postgraduate Induction, Mentoring, Research Protocol Development and Dissertation/Thesis Writing Retreats, Grant Writing, Research Ethics and other relevant planned sessions. The incumbent reports to both the Director: Research and Innovation and Coordinator: Research Capacity Development and will furthermore meet the requirements and be responsible for the key performance areas listed below.

REQUIREMENTS

- A Master of Science qualification in Health, Water, Energy, Food or a related field
- At least two (2) years relevant experience in organising research workshops/events
- Experience and knowledge of financial administration and reporting
- Experience of working in a Higher Education Environment
- Strong organisational, project management, and problem-solving capabilities.
- Familiarity with research ethics, policy, and possibly grant/funding systems
- Must have a good working knowledge of the ITS system for financial management
- Computer literate (MS Word, Excel, Power Point, Internet, Email)
- Proven ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency

COMPETENCIES

- Technical/ professional knowledge and skill
- Excellent writing, presentation and interpersonal communication skills
- Excellent computer skills
- Planning and organisational skills
- Integrity and confidentiality

- Resource management
- Ability to work under pressure and meet deadlines
- Building interpersonal relationships and partnerships
- Decision-making and problem solving
- Professional and ethical standards
- Continuous learning
- Customer service (postgraduates and researchers) focus

KEY PERFORMANCE AREAS

- Planning and supporting meetings, workshops, retreats, and information sessions
- Ensure implementation as per SB-DG approved plan for the university
- Serve as a liaison between relevant grant's recipients and the research community
- Develop and maintain specialised record keeping, expenditures and beneficiaries of grants, allocations and related statistical information
- Develop and maintain a repository of all grant's awardees
- Provide technical advice and guidance to the grant's recipients
- Coordinate the administration of human resources duties for the postdoctoral research fellowships and Special Category of Academics
- Be the liaison in finance and procurement processes for Research Capacity Development activities
- Monitor the cost centres and budget tracking for various grants within the unit
- Required to maintain confidentiality in the handling of all records and files
- Contribute to the overall development of SMU and promote institutional culture
- Any other duties assigned by the Coordinator Research Capacity Development and the Director: Research and Innovation

Closing date: 1 July 2026

Applications from the employment agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Mr MJ Mopai** by e-mail to hr.recruitment3@smu.ac.za

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) 521-3624.

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 not to make an appointment.