



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY
SKILLS CENTRE
SIBUSIS BENGU DEVELOPMENT GRANT (SB-DP)

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:

COMMUNITY CLINIC COORDINATOR (1 post)
(5-year Fixed Term Contract)

Ref: 44/2026/MJM/P9

The incumbent will be responsible for overseeing the day-to-day operations of the Community Clinic, including the planning, coordination, organisation, and monitoring of the clinic's objectives in consultation with relevant internal and external stakeholders. The incumbent will further coordinate, implement, monitor, and quality assure the Interprofessional Community Engagement Clinic platform to support interprofessional education and collaborative practice, primary healthcare service learning, and structured community engagement initiatives across undergraduate and postgraduate programmes. The role requires active collaboration and partnership with community stakeholders, healthcare sector partners, private partners, government and academic departments, and science and technology stakeholders to enhance service delivery, student learning experiences, and community health outcomes. The incumbent will report to the Director: Skills Centre and will furthermore meet the requirements and competencies and be responsible for the key performance areas listed below.

MINIMUM REQUIREMENTS

- Degree in Nursing
- Postgraduate Diploma in Primary Care Nursing or Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care
- Diploma/Degree in Nursing Education and Management
- Masters Degree in Nursing will serve as an added advantage
- At least five (5) years' experience as a registered Nurse Practitioner in a Public Health Care setting
- Three (3) years in clinical skills facilitation or educator in higher education environment
- In-depth knowledge of the current Nursing legal and ethical framework
- Knowledge of current Nursing curriculum
- Experience in using simulation facilities.
- Current registration with the South African Nursing Council
- Computer proficiency (Word-processing, Power Point, Excel, Internet & E-mail)

- Experience with teaching online, using electronic software/e-learning packages and knowledge and experience with learning management systems (LMS), e.g. Blackboard

COMPETENCIES

- Technical/administrative professional knowledge and skill
- Resource management
- Building alliances and partnerships
- Excellent facilitation and teaching skills
- Strong technical and professional knowledge
- Good interpersonal and presentation skills
- Professional report writing ability
- Problem solving and conflict resolution skills
- Analytical thinking
- Strong communication and organisational skills
- Teamwork and adaptability
- Integrity and confidentiality
- Strong administrative capability
- Ability to work under pressure and meet deadlines
- Knowledge of traditional and modern educational methods
- Ability to manage the full training cycle from planning to evaluation

KEY PERFORMANCE AREAS

- Plan, organise, coordinate, and monitor the strategic and operational objectives of the Community Clinic in consultation with relevant internal and external stakeholders
- Oversee and manage the day-to-day operations of the Community Clinic to ensure efficient, effective, and uninterrupted service delivery
- Coordinate multidisciplinary healthcare teams to ensure the provision of comprehensive, patient-centred primary healthcare services
- Establish and maintain effective liaison and communication with key stakeholders, including Clinic personnel, university clinical facilitators, clinicians, community members, community-based organisations, and non-governmental organisations
- Ensure the development, implementation, and continuous review of clinic policies, standard operating procedures, protocols, and guidelines aligned with legislative and regulatory requirements
- Monitor, maintain, and manage adequate stock levels of pharmaceuticals, medical supplies, and consumables, ensuring timely procurement and cost-effective utilisation of resources
- Provide direct and indirect supervision, leadership, support, and performance management to nursing and support staff within the clinic environment
- Delegate responsibilities appropriately and support staff in the effective execution of patient care delivery and clinic operations
- Compile, analyse, and submit operational, clinical, statistical, and management reports relating to clinic performance and service delivery indicators
- Conduct awareness and educational programmes relating to Primary Health Care (PHC) re-engineering and community healthcare initiatives

- Facilitate, support, and promote teaching and learning opportunities for undergraduate and postgraduate students, clinical facilitators, and other healthcare learners
- Create and maintain a safe, therapeutic, and conducive environment for patients, staff, students, and members of the community
- Deliver comprehensive, evidence-based, quality nursing care as part of a multidisciplinary healthcare team in accordance with professional standards and scientific principles
- Ensure the availability, functionality, and daily readiness of emergency equipment and resources required for emergency patient care interventions
- Facilitate effective communication channels to ensure Community-Based Teams, patients, and community members have access to relevant health information and services
- Promote community participation by empowering Community-Based Teams and community members to provide feedback regarding clinic services, programmes, challenges, and improvement opportunities
- Coordinate orientation programmes for newly appointed staff members, students, academics, and clinicians allocated to the clinic
- Mentor, coach, and support nursing students and other healthcare learners to facilitate the achievement of clinical learning outcomes and professional development
- Participate actively in clinic-related activities and initiatives, including team-building interventions and collaborative healthcare projects e.g. IPECP, Community Engagement, Research etc
- Lead and implement quality assurance and quality improvement initiatives aimed at enhancing patient safety, service excellence, and compliance with healthcare standards
- Monitor and ensure ongoing compliance with applicable minimum healthcare standards, infection prevention and control measures, and statutory regulatory requirements through regular audits and evaluations
- Oversee clinic budgets and implement effective financial management and cost-containment measures to optimise resource utilisation
- Manage the effective utilisation of human, material, and financial resources to support sustainable clinic operations
- Conduct staff performance evaluations, maintain accurate personnel records, and prepare relevant operational reports
- Monitor, control, and maintain inventory systems for equipment, consumables, and clinic assets to ensure accountability and operational efficiency
- Identify service delivery gaps and implement evidence-based interventions aimed at improving the quality of patient care and clinic performance
- Facilitate and participate in surveys and quality improvement projects that contribute to the advancement of Primary Health Care practice and community health outcomes
- Foster a culture of continuous improvement, innovation, professional development, and excellence in patient care delivery
- Contribute to the overall development of SMU, and actively promote institutional culture
- Perform related duties as assigned by the Coordinator and/or Director

Closing date: 1 July 2026

Applications from 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.recruitment6@smu.ac.za by 16:00 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) 521-3624.

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.