



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

HUMAN CAPITAL AND TRANSFORMATION

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.

Deputy Director: HR Specialised Support Services (1 Post)

Ref: 77/2026/RM/P6

The University is seeking a strategic, transformational, and experienced individual to oversee the delivery of specialised Human Capital support services. This role encompasses key areas such as Organisational Development, Talent Development, Performance Management, Human Resource Management Information Systems, and Institutional Transformation. The incumbent should have a deep pride in the Human Capital discipline and fully appreciate the significant impact that Human Capital and Transformation services have on the University's employees. He/She will report to the Executive Director: Human Capital and Transformation, and must meet the requirements and competencies, and be responsible for the following key performance areas below:

REQUIREMENTS

- Master's degree in Industrial Psychology, Organisational Development, Human Resources Management, or equivalent qualification (NQF 9)
- At least seven (7) years of related experience managing a broad range of HR disciplines and leading people across multiple organizational units, including experience with organizational change
- Three (3) years managerial/ leadership experience
- Experience in institutional transformation, organisational culture and change management
- Knowledge of Employment Equity legislation and transformation
- Experience in translating strategy into delivery through plans, programmes, people, and culture
- HR experience in a Higher Education Environment will be an advantage
- Membership with the relevant professional body will be an added advantage
- Computer literacy, with a sound knowledge of MS Word, MS Excel, PowerPoint and Internet

COMPETENCIES

- Technical/ professional knowledge and skills
- Project management skills
- Strong leadership qualities and skills appropriate to a management position including the management, development and motivation of both teams and individuals to inspire and secure high performance

- Strongly self-motivated bringing gravitas, credibility, energy, resilience, and commitment
- High level communication skills both oral and written and the ability to act as a representative of the themed areas for the University in a wide range of situations, both internally and externally, nationally, and internationally
- High level negotiation, influencing and enabling skills to ensure priorities are met
- Ability to work positively with stakeholders to achieve outcomes and deliver change through people
- Possess a positive 'can do' attitude and approach and ability to work at pace
- Strategic and transformational leadership skills, embodying a change management paradigm

KEY PERFORMANCE AREAS

- Actively support the Executive Director: Human Capital and Transformation in the achievement of the University's Human Capital and Transformation strategic goals by developing and implementing Human Capital strategies and initiatives aligned with the overall institutional strategy.
- Oversee the delivery of specialised Human Capital support services, including organisational development, talent development, performance management, human resource management information systems, and institutional transformation, ensuring alignment with the University's strategic objectives and legislative requirements.
- Provide strategic leadership and oversight for the implementation of the University's Transformation Strategy, ensuring alignment with the Institutional Strategic Plan, Employment Equity objectives, organisational development priorities and national higher education transformation imperatives
- Develop, implement, monitor and review Human Capital and Transformation policies, procedures and frameworks, while identifying and mitigating associated risks.
- Manage and maintain institutional organograms and job profiles, ensuring they support the achievement of the institution's goals and required service levels.
- Manage Human Resource allocation, acquisition, retention, and motivation based on the Resource Plan
- Develop tactical plans and offer input to senior-level committees
- Gather and analyse historical data to determine budget values and participate in finance budgeting committees/meetings.
- Provide strategic oversight of institutional transformation, organisational development and change management initiatives by assessing the impact of projects on organisational effectiveness, supporting the implementation of change and communication methodologies, and monitoring institutional culture, climate and transformation outcomes
- Assess skills shortages and gaps among staff, and compile a Human Resources plan aligned with the skills risk strategy
- Ensure the Institutional Onboarding Plan is vetted and approved in line with policies and goals, supervise the plans, deadlines, and quality of the onboarding program, and establish a comprehensive onboarding experience.
- Manage special IT projects, ensure data integrity and system security, monitor and improve the efficiency and support services of HR systems
- Stay abreast of legislation, regulations, codes and best practices relating to Human Capital and Transformation, prepare statutory reports, and provide strategic advice to senior management
- Contribute to the overall development of SMU, and actively improve institutional culture
- Perform any other duties assigned by the line manager

Closing date: 25 September 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 to the Human Capital and Transformation Department, for the attention of **Mr R Moletsane**, by email to hr.recruitment5@smu.ac.za by 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) 521-4433

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