



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

OFFICE OF THE DEPUTY VICE-CHANCELLOR: TEACHING, LEARNING AND COMMUNITY ENGAGEMENT

CENTRE FOR UNIVERSITY TEACHING AND LEARNING

Sefako Makgatho Health Sciences University (SMU) offers professional health sciences training and education in a range of fields through excellence in teaching, learning, innovative research and community engagement. SMU is situated in Ga-Rankuwa (North of Pretoria) and the the University wishes to invite applications for the following **five-year contract** position:

DIRECTOR: CENTRE FOR UNIVERSITY TEACHING AND LEARNING (1 Post) (5-year fixed-term contract appointment)

Ref. 23/2021/BGM/P5

The Director: Centre for University Teaching and Learning is responsible for leading/managing the Centre towards the achievement of its academic development and support objectives that will assist the Sefako Makgatho Health Sciences University in achieving its mission, vision, values and strategic objectives. Further responsibilities include people management, budget, asset and financial management and health and safety management. The incumbent reports to the Deputy Vice-Chancellor: Teaching and Learning and Community Engagement and will be responsible for the development and execution of the key performance areas listed below.

REQUIREMENTS

- PhD/Doctoral degree or Master's Degree, with evidence of on-going work at a Doctoral level, in Higher Education Teaching and Learning OR a PhD in a cognate discipline in the health or supporting sciences with a qualification in health sciences education'.
- At least five (5) years relevant academic management experience coupled with a proven track record in teaching, research (including publications in accredited journals) and community engagement
- Strategic planning and implementation exposure
- Academic and professional standing in the field of expertise, and high academic credibility amongst peers
- Must be able to operate at all levels of the organisation
- Demonstrated ability to network and work with a wide range of different constituencies internally and externally
- Project management experience
- A valid driver's license

COMPETENCIES

- Computer skills (MS Office Suite)
- Technical/ professional knowledge and skill
- Strategic decision making and problem solving
- Resource management
- People management, including performance management
- Building strategic alliances and partnerships
- Personal impact, stature and credibility
- Emotional intelligence and political sensitivity
- Management of complexity and ambiguity
- Action orientated
- Facilitating change
- Team player

KEY PERFORMANCE AREAS

- Strategy and policy development and execution
 - Actively support the DVC: Teaching and Learning and Community Engagement and Schools in the leadership and management of the academic project at the university
 - Manage the development, implementation and review of the institution's Teaching, Learning and Assessment Strategy
- Develop the scholarship of teaching and learning at SMU, including conducting and/or leading research and innovation in teaching practice
- Provide advice and support on programme and curriculum development and renewal
- Provide leadership in human resource management, including performance management and development of staff reporting to this position
- Take responsibility for financial management of the Directorate, including establishment of budgets and planning departmental infrastructure needs including relevant equipment and monitoring expenditure patterns against allocations/budget
- Establish mechanisms to ensure that health and safety policies are observed throughout the Directorate, including activities conducted outside University premises
- Ensure the implementation of the quality assurance standards and risk management measures to meet both internally set standards and the requirements of external bodies
- Produce relevant strategic and operational reports as and when required, as part of ongoing monitoring and evaluation of the strategic objectives of the Directorate
- Contribute to the overall development of SMU
- Actively promote institutional culture

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Closing date: 18 June 2021

Applications through Employment Agencies will not be considered.

Typed applications (quoting the reference number) which should contain a comprehensive curriculum vitae, full academic records, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Ms BG Mbanjwa, to the Human Resources Department, P.O Box 68, Medunsa, 0204. , to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at hr.recruitment5@smu.ac.za.

The applications may also be posted OR hand delivered to (place in the application box):

Sunday Times, 30 March 2021

Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi street, Ga-Rankuwa, OR Human Resources Department, P.O Box, 68, MEDUNSA, 0204

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) 521-2028.

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.