



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

HUMAN RESOURCES DEPARTMENT

Sefako Makgatho Health Sciences University (SMU) is a professional institution that 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 following position(s) is/are currently available.

MANAGER: GENDER BASED VIOLENCE (1 Post)
Ref: 20/2021/BGM/P7

The University is looking for an incumbent who will be responsible for managing its Gender Based Violence (GBV) unit, and with the necessary expertise in law and/or gender and/or power relations and/or social justice on a full time basis. He/She will report to the ED: Human Resources, and must meet the requirements and be responsible for the following key performance areas:

Requirements

- Hold a Master's degree in law, humanities or associated disciplines
- At least 5 years' experience in matters related to gender, including activities such as research, advocacy and litigation
- Demonstrated experience in social justice, law or an equivalent field, as well as an understanding of the psychosocial impact of GBV and/or violence
- Sound understanding of the appropriate policies governing the field
- Proven ability to run and/or oversee litigation and disciplinary processes
- Experience in advocacy and management, and ideally, proven experience of operating within a matrix reporting structure
- High levels of independent thinking, as well as demonstrated communication and conflict resolution
- An understanding of the higher education landscape regulating social cohesion and university governance, will be an advantage

Competencies

- Technical/ professional knowledge and skill
- Excellent interpersonal skills and strong stakeholder relations, with the ability to function within various teams
- Display above average communication skills (written and spoken), with solid report writing skills
- Decision-making and problem solving
- Unquestionable integrity, reliability and confidentiality
- Be proficient with the MS Office suite
- Willingness to work out of normal working hours is non-negotiable

- Client service orientation

Key Performance Areas

- Strategic accountability, leadership and operational management to the GBV unit
- Providing strategic leadership on GBV-related issues on Campus
- Acting as the custodian, advocate and execution of relevant University policies and procedures relating to combatting GBV
- Representing the University at various University meetings and fora and providing regular reports about the GBV work to all relevant University Structures, including Senior Management and the Sexual Harassment Committee
- Engaging stakeholders regarding optimizing proactive and current GBV-related interventions
- Maintaining a contemporary and accurate complaints database
- Managing GBV-related complaints and cases on behalf of complainants
- Work in a collaborative fashion with the relevant Executive Management members to track GBV-related outcomes in their related areas
- Ensuring the University's performance against the Scorecard is regularly reported on, audited and that corrective action is implemented where necessary
- Establishing, monitoring and revising relevant administration, communication and report systems
- Ensure that channels of communication are maintained with executive/senior staff by attending regular meetings to discuss topical issues, share ideas and develop teamwork, coordination and cooperation for the benefit of the function
- Consult regularly with senior employees from other functions to achieve outcomes favourable to area of responsibility and to enhance the image e.g. acts as the custodian for University values and ethics code
- Compilation of quality monthly management reports with clear tracking, insights and recommendations
- Contribute to functional area policy development and review
- Actively improve institutional culture
- Perform any other activities necessary for the effective completion of his/her work

Closing date: 11 June 2021

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, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or e-mail applications in MS Word format, to hr.recruitment5@smu.ac.za

The applications may also be posted OR hand delivered to:

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.

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.

Final