



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

OFFICE OF THE DEPUTY VICE CHANCELLOR

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 below **five-year contract** position is currently available.

DIRECTOR: INTERNATIONALISATION (1 Post) (5-year contract appointment)

REF: 68/2021/MMM/P5

The University is looking for a dynamic and astute Director: Internationalisation with a high level business acumen to lead its internationalization function with a focus on increasing the reputation of the institution through engagement with international partners, institutions and government departments, through strong network capacity. He/She will report to the Deputy Vice-Chancellor: Academic and Research and must meet the requirements, competencies and be responsible for the key performance areas listed below.

MINIMUM REQUIREMENTS

- A relevant Master's degree. A Master's degree in International Studies would be an added advantage.
- Eight (8) years minimum experience in the higher education sector, which includes experience in conducting research, liaising with governance committees, other tertiary institutions, government- and international stakeholders
- Included in the 8 years' experience, three (3) years' exposure in a leadership capacity is required
- Experience in higher education is required
- Proven track record in a research environment, and excellent understanding of foundations/funding agencies and their interface with the higher education environment
- Experience in Institutional Advancement will be an advantage
- ICT knowledge and proficiency (MS Office Suite)
- Valid driver's license

COMPETENCIES

- Technical/ professional knowledge and skill
- Strategic decision making and problem solving
- Excellent interpersonal skills and displaying above average communication skills (written and spoken) with solid report writing skills
- Strong stakeholder relations

- Personal impact, stature and credibility with unquestionable integrity
- Ability to work independently
- High work ethic and standards
- Client service orientation
- Negotiating
- Action orientated
- Facilitating change
- Strong interpersonal relations, collaboration and team work

KEY PERFORMANCE AREAS

- Strategic development and execution in terms of engagement and reputation enhancement to leverage existing and new networks to raise the University's reputation and image
- Actively and deliberately manages the reputation of the University internationally using existing media channels and communication functions
- Monitors University's reputation and international standing through assessment methods and metrics, and reviews, evaluates and updates partnership standings
- Establishes new initiatives to increase participation in international exchange programmes and enhances exchange programs to ensure reciprocity
- Manage the development, implementation of review of SMU's Internationalisation Strategies to reflect as closely as possible SMU's overall strategic and research priorities
- Negotiates the funding of research programmes
- Has an awareness of current state of educational philanthropy and current funding priorities of the world leading foundations, and can identify partnerships locally and abroad to cultivate for networking and funding
- Establishes partnerships with funding bodies to allow local and international postgraduate students to study at the institution
- Nurtures existing relationships with other institutions, Universities South Africa (USAF) and government department such as Department of International Relations and Cooperation
- Creates and maintains professional, accessible and responsive channels targeted at international students and medical academies, and monitors movements of international students, staff and research and prepares reports to Department of Home Affairs on their movement
- Stays abreast of internationalization policies and procedures, and investigates local and international collaborative research opportunities
- Support project leaders by issuing briefs and reminders for proposal development, when needed and edit and write, if necessary, funding proposals emanating from the Office of the Vice-Chancellor and Schools and oversee their completion
- Generic management responsibilities such as people management (including performance management), budget/asset/financial management and health and safety management;
- Monitoring, evaluation and reporting
- Perform duties as the employer may from time to time assign
- Actively contributes to a healthy SMU culture of impeccable ethics, sound governance and accountability

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Closing date: 28 September 2021

Applications from Employment Agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain documents mentioned below should be forwarded, for the attention of **Mrs MM Makgati**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 by e-mail at hr.recruitment2@smu.ac.za

Documentation required for application:

- A full curriculum vitae; as well as
- An abbreviated (no more than two pages) curriculum vitae;
- A self-evaluation by the applicant of his/her suitability for appointment;
- The applicants vision for the portfolio;
- The names and contact details of at least three referees (provided that the University reserves the right to appoint and consult its own referees); and
- An indication in writing by the candidate that he/she accepts the applicable Appointment Regulation and Procedure of the University.

The applications can 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

All candidates shortlisted will be required to submit themselves to a competency assessment.

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) 521-4393/4707.

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

Correspondence will be limited to short-listed candidates only. Applications 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.