



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY
OFFICE OF THE DVC: TEACHING, LEARNING AND COMMUNITY ENGAGEMENT
CENTER FOR UNIVERSITY TEACHING AND LEARNING (CUTL)

INTERNAL ADVERT

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 following position(s) is/are currently available

Manager: Teaching Development (1 post)

Ref: 45/2021/BGM/P7

The incumbent will be responsible for the development of the curriculum, as well as learning, teaching and assessment practices of Schools. He/She reports to the Director: CUTL and must meet the requirements and competencies, and be responsible for the key performance areas listed below.

REQUIREMENTS

- PhD degree in Health Professions Education /Health Science Education /Education /Science Education or related field
- Relevant basic degree in Health Sciences/Professional Disciplines/ Education/Science Education or related field
- At least 5 years exposure to or experience in the education sector, including management and supervision
- Postgraduate Diploma in Higher Education for Academic Developers/ Postgraduate Diploma in Higher Education will be an added advantage
- Experience in curriculum development and expert knowledge of literacy instruction, research-based instructional practices, adult learning theory, elements of effective professional development and best practices in facilitation

COMPETENCIES

- Technical/ professional knowledge and skill
- Resource management
- People management including performance management
- Building strategic alliances and partnerships
- Quality assurance and risk management
- Corporate governance
- Health and safety management
- Decision-making and problem solving
- Communication and presentation skills
- Client/student service orientation
- Good analytical skills
- Good report writing skills

KEY PERFORMANCE AREAS

- Actively supports the Director in meeting the strategic objectives and goals of the CUTL through the development of curriculum, as well as learning, teaching and assessment practices of Schools'
- Lead and plan in teaching development, including interacting with external stakeholders; quality assurance and risk management
- Manage the development of curriculums as well as Learning, Teaching and Assessment practices of schools, through:
 - Schools Development (courses, workshops, conferences and consultations)
 - Evaluation of learning, teaching and assessments
 - Curriculum development, review, renewal and transformation
 - Curriculum mapping, recording and reporting (coordination of the LOOP system)
 - Coordinate the development of e-learning instructional designs
- Development of academic staff competencies in pedagogics, and teaching methodologies
- Evaluation and impact measurement
 - Coordinate, initiate peer and staff evaluation of teaching and learning
 - Initiate and coordinate Portfolio reviews for promotion and reward of Academic staff (e.g. teacher excellence award) purposes (in collaboration with HR and Line managers)
 - Evaluate impact of all Teacher Education projects
- Policy and procedure development through the review and provision of new of new teaching development policies and procedures
- Human Resources management, including, job descriptions, performance management, leave management; training; etc)
- Financial Management, including budget; asset control; reporting)
- Quality assurance and risk management
- Contribute to the overall development of SMU and actively improve institutional culture

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Closing date: 10 September 2021

Applications through 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 **Ms BG Mbanjwa**, 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 hand delivered at (place in an application box):

Sefako Makgatho Health Sciences University, Human Resources Department, Clinical Pathology Building, 5th Floor, Molotlegi Street, Garankuwa.

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) 521-3071.

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