SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SCHOOL OF HEALTH CARE SCIENCES

INTERNAL ADVERT

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 opportunities below:

VICE DEAN OF SCHOOL (1 Post)
Ref. 64/2025/RM/VICEDEAN

The University is looking for an energetic individual with the requisite academic stature who will support the Dean of School with the rejuvenation of research activities within the School, and provide oversight of the School's planning, performance, and quality management processes. He/she will report to the Dean, including deputizing for the Dean when required, and shall be a member of the School Executive Committee and School Board, and will work closely with the Dean on addressing and enhancing leadership and management in the School, as determined by the Dean.

The incumbent should be either an Associate Professor or full Professor at the University and will be appointed on a three (3)-year rotational term as Vice Dean of the School.

The Vice Dean shall also continue to occupy the academic role that he/she is appointed to substantively on a full-time basis.

REQUIREMENTS

- Doctoral degree or a Master's Degree in case of Medicine and Dentistry Schools
- At the level of at least Associate Professor/ Associate Professor (Clinical)
- At least ten (10) years working experience as an academic and/or researcher in a higher education environment;
- Proven experience in, and superior knowledge of research in the higher education environment, including a track record of supervision of postgraduate students in the School
- Proven significant and consistent research output in DHET accredited journals
- Recognised academic leadership and specialisation in any of the disciplines within the School
- As Vice Dean, he/she must have a good track record in the following areas:

  o Own research, preferably having led initiatives at the Departmental level to improve research within the department and/or good track record of supervision of post-graduates, preferably up to Doctoral level, with a keen understanding of the role of supervisor

- o Teaching at the undergraduate and post-graduate levels, preferably having either actively participated in or led initiatives at the departmental level to review, improve curriculum and assessment in the Department
  - o Having explored Community engagement (CE) linkages in terms of teaching and research
  - o Leadership and management roles at the departmental or School level having led initiatives at the departmental/School level to review current functioning or explore new processes or taken responsibility for large projects. These can be formal (e.g. HoD, Acting HoD, Head of research or teaching within the department) or informal roles (e.g. mentoring of young academic staff, research leadership roles, head of a departmental or School project)
  - o Co-ordination and administration at the Departmental or School level.
  - o Involvement in University Committees including School and preferably, Senate, and Senate Committees with exposure to the myriad of academic student and staff processes
- Ability to supervise post-graduate students, with a deep understanding of the experiences and needs of postgraduate students and therefore with a knowledge of the supervision process
- Ability to teach at the undergraduate and post-graduate level with an understanding of the requirements of curriculum development, facilitation and assessment
- Champion transformation and diversity: culturally aware and sensitive, fosters an attitude of appreciating diversity, has the ability to drive the transformation agenda (employees, students and curriculum)
- Proven ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency
- Computer literacy, with a sound knowledge of MS Word, MS Excel, Internet and competency of ITS

COMPETENCIES

- Understanding of what research and community engagement mean within the School
- Strong planning, organisational and administrative skills with the skills and resilience to cope with multiple demands and periods of high volume in terms of work and stress
- Strong understanding of the SMU context, how the institution has evolved and operates, where to access information
- Unquestionable personal integrity with a keen sense of fairness
- Personal credibility and an ability to engender respect and instil confidence in people at different levels within the institution
- Ability to inspire and encourage colleagues, and a commitment to collegiality
- People management skills with a consultative and inclusive style, able to build consensus and commitment to new initiatives, commitment to transparent management, Strong interpersonal relationships, analytical thinking and strong academic character
- Passion to see employees, students, the School and the institution developing and succeeding
- High level of personal responsibility and a strong sense of accountability
- High level of professionalism and conduct that will enhance the reputation of the University
- Personal flexibility: willing to consider alternative perspectives and ideas
- Excellent communication and interpersonal skills with an ability to relate to staff at different occupational levels as well as from different cultures and backgrounds
- Seeks feedback, able to withstand criticism and use constructive criticism to improve
- Strong analytical thinking

KEY PERFORMANCE AREAS (KPAs)

- Supporting the Dean in the implementation and evaluation of the strategic direction of the School in terms of teaching, research and community engagement, with particular reference to the strategic imperatives of the University, including strategic imperatives of the institution and what this means for academic departments
- Mentoring academic staff (especially junior and emerging academics) on research related matters to improve research outputs within the School
- Providing leadership and oversight for the Research Committee within the School, including overseeing the Research budget and its programmes, as well as the School's research centres, units and bureaux
- Fostering collaborative, interdisciplinary research between Departments within the School and between the School and other schools at SMU and working with other departments on all aspects of research administration including compliance and financial issues
- Driving the implementation of the research aspects of the School's strategic plan and research partnerships
- Facilitating and driving quality research by School staff within the academic departments and intervening when necessary. The Vice Dean's academic role is premised on the basis that s/he is appointed amongst peer academics:
  - The Vice-Dean works under the guidance of the Dean, and seeks to support the Dean in the implementation of the vision and mission of the School
  - The Vice Dean strives to uphold the principle of collegiality through consultation with members of School.
  - In the portfolios and/or management activities delegated to the Vice-Dean, these are executed effectively and efficiently, with the School and institutional interests in mind
- Identifying particular research niches within the School, looking for possible collaboration and co-operation at multiple levels (Departmental, School and institutional/University-wide).
- Supporting the Dean in ensuring the conceptualisation, interrogation, implementation and review of academic standards, processes and systems at the level of the Departments and School and contributing to such explorations at the institutional level
- Where feasible, to raise funds and/or work collaboratively with the relevant institutional offices to raise funds for particular initiatives of the School and report such to the donors through University approved processes
- Supporting the Dean thereby ensuring the smooth functioning of the School in respect of student's inter-alia: admissions, registrations, curriculum reviews and approvals, academic exclusions, interaction with parents, graduation, examinations including liaison with external examiners, for postgraduate students: approval of allocation of supervisors and appointment of examiners, approval of deferred, supplementary or special examinations
- Assisting the Dean in the development, implementation and monitoring of progress of the School Strategic Plan
- Co-ordinating the implementation, at School level, of the University's Research, Innovation and Partnerships, and Engagement Plans
- Developing and undertaking monitoring and enhancement of quality assurance procedures for postgraduate programmes
- Supervising the School's submissions for relevant quality processes such as HEQC institutional audits, internal and external programme or discipline reviews; and coordinating the compilation of self-evaluation reports for visits by the accrediting bodies
- Advising the Dean and other senior School employees on policy and strategic matters particularly with respect to quality assurance of programmes and modules and their delivery and to student support, in the context of the SMU Assessment Policy
- Acting for the Dean when the Dean is absent from the University

- Ensure compliance with legislation and University policies and regulations
- Contribute to the overall development of SMU and actively improve institutional culture, including participating in and contributing to School and University-wide Committees as required
- Carry out other functions as may be required by the DVC and/or Dean of School

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Closing date: 13 June 2025

Applications from the employment agencies 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, for the attention of **Mr TR Moletsane**, by e-mail to hr.recruitment1@smu.ac.za

Applications should be accompanied by:

- **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 applicant's 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)**
- **An indication in writing by the candidate that he/she accepts the applicable Appointment Regulation and Procedure of the University**

All applications will be treated as strictly confidential. We correspond with all our candidates.

All candidates shortlisted will be required to submit themselves to 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 this position: (012) 521-4433 (TR Moletsane).

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