

## **JOB DESCRIPTION**

**REFERENCE NUMBER:** AP976  
**JOB TITLE:** **ASSOCIATE PROFESSOR/PROFESSOR AND DEAN OF SCHOOL**  
**LOCATION:** Ga-Rankuwa (North of Pretoria)

**BACKGROUND TO POSITION:**

Sefako Makgatho Health Sciences University (SMU) is a newly established comprehensive university providing holistic health sciences education situated in Ga-Rankuwa (North of Pretoria).

SMU was established when the Minister of Higher Education and Training, in terms of Higher Education Act promulgated the Sefako Makgatho Health Sciences University (SMU) in the SA Government Gazette.

The promulgation followed the announcement made in 2011, by the Minister when he announced his intention to separate the Medunsa Campus, from the University of Limpopo. The Minister's intention was based on the findings and recommendations of an appointed task team.

***Mission***

- Provide high-quality primary health, care orientated health sciences research, education and services.
- Deploy educational approaches that include evidence-based methods for curriculum development and delivery that are rooted in the community.
- Promote interdisciplinary research, education and skills training that recognises the cross-disciplinary nature of holistic health care provision.
- Produce a cadre of health professionals with the transformative leadership capacity to identify, analyse and address the health needs of the individual, the family, the community and the population.
- Create an environment that supports innovation and harnesses the power of new technologies to address the health needs of the community.

***Vision***

To be the benchmark institution providing holistic health sciences education that meets the health needs of the individual, the family, the community and the population.

***Motto***

"Knowledge for quality Health Services"

## **JOB DESCRIPTION**

### **KEY PERFORMANCE AREAS:**

The Dean of School will provide academic leadership and organizational management of the School. The incumbent will have dual reporting to the DVC: Teaching, Learning and Community Engagement and DVC: Research, Postgraduate Studies and Innovation.

**The incumbent will be appointed permanently on a substantive position as either an Associate Professor or a Full Professor and a 5-year renewable term appointment as a Dean of School.**

The incumbent must meet the requirements and be responsible for the key performance areas listed below:

#### **Academic and Research leadership**

- Co-ordinate academic activities in the areas of teaching and learning, research, clinical training and community engagement at a school level.
- Initiate forward planning in terms of new and relevant course structures and relevant academic developments, as well as the demands for future expansion.
- Develop and implement teaching and learning programmes within the School's discipline/s and promote inter-disciplinary co-operation and innovation in curriculum development.
- Set research priorities, develop research partnerships and build relevant research capacity within the relevant fields.
- Establish, maintain and extend the school's contact with other academic and research institutions and with the related professions.
- Promote mentorship of post-graduate students.

#### **Management**

- Ensure optimal utilisation of resources and performance management (human, financial and infrastructural) to meet the School's short and long-term academic goals.
- Manage interpersonal conflicts and relationships in a fair, equitable and professional manner.
- Manage/co-ordinate the recruitment, appointment and placement of staff and facilitate the seamless relationship between hospitals and the University.
- Manage change and institutional culture processes at a School level.
- Promote social responsibility and awareness, and engagement with external stakeholders.

#### **Student Affairs**

- Interact with students and deal with students' affairs e.g. admission of students and ensuring that mentors of staff are accessible to students and those students are treated with courtesy and consideration.
- Promote healthy staff-student relations within the school, and the speedy resolution of problems raised by School representatives and

## **JOB DESCRIPTION**

individual students.

- Ensure, that the faculty is made aware of the need for academic development programmes, where necessary in improving total student experience.

### **Academic Citizenship**

- Act as champion for the School ventures and projects
- Actively get involved as an academic leader in University's policy committees.
- Ensure implementation of policies and decisions taken by academic policy making bodies.
- Act on behalf of the School and University in committees.

### **Communication**

- Ensure that decisions taken at School Boards are communicated to HOD/Chairs and various committee structures within the school.
- Act as representative of Executive Management at School level, ensuring that key messages relating to institutional strategy, goals and objectives are promoted.
- Communicate the needs, interests of the School and students to the School board/management.

- 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

## **INHERENT CRITERIA:**

- PhD or equivalent qualification or a professional master's degree (MMed) and credentials meeting the requirements for Associate Professorship or Full Professorship.
- Registration with HPCSA as a medical practitioner
- Other management qualifications, diploma and certificates will be strong recommendation.
- A sound track record as an academic including a substantial research track record and proof of capacity to create an environment conducive for optimal research productivity.
- Minimum of eight (8) years' experience in tertiary education.
- Solid experience in working in various academic and administrative functions especially related to teaching and learning and research and both at the policy development and implementation levels.
- Strong demonstrable commitment to transformation and diversity, and the ability to lead and manage a diverse staff complement.

## **JOB DESCRIPTION**

- An understanding of the challenges facing the higher education sector in South Africa.

### **APPLICATION REQUIREMENTS:**

Applications should contain the following:

- **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); and**

**An indication in writing by the candidate that he/she accepts the applicable Appointment Regulation and Procedure of the University.**

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.

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

### **To APPLY:**

Please forward your application quoting reference number **AP976** to Genevieve Michel c/o [SMUDean@talenting.co.za](mailto:SMUDean@talenting.co.za)