



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEPARTMENT OF FINANCE

SUPPLY CHAIN MANAGEMENT

INSTITUTIONAL SUPPORT PROGRAMME (ISP)

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 opportunity below.

Procurement Officer (1 post)
(fixed-term contract appointment until 31 March 2027)

Ref:96/2025/MJM/P11

The University is looking for a dynamic and energetic individual who will be responsible for the delivery of integrated and efficient procurement management services. This includes responsibilities across demand and acquisition management, logistics, vendor relations, records management and travel coordination, while also ensuring effective administrative support. The successful candidate will report to the Deputy Director: Supply Chain Management and must meet the required qualifications and competencies, as well as be accountable for the key performance areas outlined below.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Commerce, Supply Chain, Logistics or Purchasing Management
- At least three (3) years working experience in Supply Chain Management environment
- Knowledge of SCM policies and procedures
- Knowledge of PPPFA, and CIDB Act
- Experience of Higher Education and University sector, knowledge of ITS will serve as an added advantage
- Ability to work with multi-disciplinary teams
- Proficient in the use of Microsoft Office Suite, specifically Microsoft Excel, Word and PowerPoint

COMPETENCIES

- Technical/professional knowledge and skills
- Basic knowledge of Legal/Finance for reporting on commitments and provisions
- People management including performance management
- Quality assurance and risk management

- Corporate governance
- Health and safety management
- Decision making and problem solving
- Good presentation skills
- Stakeholder Management Skills
- Strategic Sourcing
- Negotiation Skills
- Data Analysis
- Communication Skills
- Attention to Detail
- Ethical Procurement
- Problem-Solving

KEY PERFORMANCE AREAS

Provide an integrated and efficient management service in respect of the following:

- **Demand and Acquisition Management**
 - Assist and advise the users with the compilation of the procurement plan, needs analysis and specifications
 - Decide on the sourcing strategies or method of acquisition for goods and services as prescribed in the university policies
 - Generate the RFQs according to the SCM Policy and Procedures
 - In collaboration with the user department Identify critical delivery dates
 - Doing a commodity analysis (checking for alternatives)
 - The preferential policy objectives are identified that could be met through the specific contract
 - The total cost of ownership (TCO) principle is being applied (e.g., life cycle cost, inventory carrying cost etc.)
 - The bid document is compiled, attaching all necessary required documents and giving conditions etc
- **Logistics Management**
 - Update and check the correctness of the internal purchase requisitions
 - Verify the cost centre code, departmental code and budget code
 - Inform end users about their approved purchase orders
 - Generate and print orders from the ITS
 - Ensure that goods and services procured are in line with the budget and strategic objectives of the university
 - Review of technical specifications, terms of references, scope of works and bill of materials for construction projects
- **Administrative support to the Bid Specifications Committee and Bid Evaluation Committee**
 - Plan, co-ordinate and schedule Bid Committee meetings
 - Prepare and distribute meeting agendas, minutes and supporting documents
 - Take and transcribe the committee discussion into minutes
 - Schedule project award meeting, project kick-start and contract meeting with end user

- Arrange catering, venues and refreshments during the meetings
- Ensure and maintain compliance with regard to university Bid processes
- Follow-up on committee decisions and action plans for implementation
- Provide advice to the committee on the acquisition of goods and services
- Compile and prepare bid evaluation committee report
- Enforce all the five pillars of SCM in the acquisition of goods and services
- Prepare a comparative price schedule for goods and services on 90/10 or 80/20 principles
- Maintain RFQ and bids register for the University
- **Vendor Management**
 - Ensure vendor application process is accurate before submitting for procurement approval and loading into ITS
 - Ensure and maintain the supplier database and ensure compliance with regard to legislative framework
 - Check and verify the legislative compliance of service providers on the Procure Check system and CSD
- **Travel Management**
 - Coordinate day-to-day travel activities of specific DHET/SMU officials
 - Arrange travel bookings, hotels, accommodations, conferences, car rental, and flight bookings
 - Ensure and enforce compliance with regard to Travel Management Policies
 - Coordinate travel bookers workshop and travel policy awareness
- **Records Management Systems and Information Management**
 - Ensure proper records management systems are in place
 - Accuracy and Integrity: ensuring data is accurate, consistent and reliable
 - Accessibility: making information easily accessible to authorized users
 - Lifecycle Management: maintain information from creation to disposal
 - Analytics and Reporting: Using data analytics to generate insights and reports
 - Use MS Team as a data bank and shared drive
 - Contribute to the overall development of SMU, and actively promote institutional culture
 - Any other duties assigned by the Line Manager

Closing date: 10 September 2025

Applications from Employment Agency 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 MJ Mopai** by e-mail applications in MS Word and PDF format, to hr.recruitment6@smu.ac.za not later than 16h00 on the closing date as stated in the advert.

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) 521-3893

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

Final



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SCHOOL OF MEDICINE

DEPARTMENT OF ANESTHESIOLOGY

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 opportunity below.

Secretary (1 post)

Ref:89/2025/JSM/P12

The University is looking for a dynamic and energetic individual with meticulous attention to detail who will support/assist the Department with the daily administration, maintenance and coordination of the Department's functions and responsibilities, for high performance and student support. The incumbent in this position will be responsible for providing office, academic, administrative and ITS functions within the Department of Anesthesiology: School of Medicine. The candidate will report to the HOD: Anesthesiology and must meet the requirements and be responsible for the key performance areas and competencies listed below.

MINIMUM REQUIREMENTS

- Matric/ Grade 12
- Three (3) year Secretarial or Office Administration qualification
- At least two (2) years secretarial experience
- Experience in compiling agendas and recording minutes
- Relevant experience in the higher education environment within an academic department dealing with academic programmes administration
- Student records and procurement administration will be an added advantage
- Willingness to work beyond normal working hours
- Computer literate (Word-processing, Power Point, Excel, Internet & E-mail and E-learning System)
- Ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency

COMPETENCIES

- Technical / professional knowledge and skills
- Meticulous attention to detail
- Good interpersonal and communication skills
- Good report writing skills
- Planning and organizational skills
- Integrity and ability to keep information confidential

The Star, 20 Aug 2025

- Problem solving and analytical skills
- Client and student service orientation
- Team player
- Committed and dedicated
- Good work ethics
- Ability to work under pressure and meet deadlines

KEY PERFORMANCE AREAS

- Secretarial support and diary management of the HOD, and support to the rest of the Department
- Financial administration such as budget tracking, stationery orders, etc.
- Manage the procurement of items necessary for the effective running of the academic and service duties of the department
- Planning and organizing departmental meetings as well as setting up of venues for classes
- Typing all correspondence and reports (monthly, quarterly, yearly), including test/exam papers and timetables, as well as PowerPoint slides for lectures and conferences
- Provide administrative support to employees in the department
- Take minutes during employee meetings, including typing out of agenda, and any logistical arrangements required for the efficiency of the meeting
- Handle all incoming mail, and other materials, including coordinating the maintenance of office equipment
- Maintain a secure system for storing/filing and retrieving information
- Administration of claim forms and appointments for the department
- Record and enter student marks on ITS system
- Maintain stock levels of hard copy course information and material, including the formatting and updating of on-line course brochures, etc
- Assist in the front office/reception as required, and manage front office calls, etc
- Contribute to the overall development of SMU, and actively promote institutional culture
- Provide any other duties assigned by the line manager

Closing date: 10 September 2025

Applications through Employment Agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications in a PDF format and contact details of three referees, should be forwarded, for the attention of **Mr JS Mahlaola** by email to hr.recruitment9@smu.ac.za, not later than 16h00 on the closing date as stated in the advert.

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) 521-3906.

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.



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY
SCHOOL OF MEDICINE
OFFICE OF THE DEAN

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 opportunity below.

Administrative Officer (1 post)

Ref: 91/2025/JSM/P12

The Office of the Dean in the School of Medicine (SOM) is looking for a dynamic and energetic individual with meticulous attention to detail who will support/assist the Office of the Dean with the daily administration, maintenance and coordination of the School's functions and responsibilities, for high performance and student support. The incumbent reports to the Dean, and must meet the requirements as indicated and be responsible for the key performance areas and competencies listed below.

MINIMUM REQUIREMENTS

- Three (3) year diploma or degree in Office Management/ Office Administration or Records Management and Archiving
- At least three (3) years relevant experience in office or committee administration
- Must have a good working knowledge of the ITS system for entering student assessment marks
- Computer literate (Ms Word, Excel, Power Point, Internet, Email)
- Experience in compiling agendas, recording minutes and action lists to monitor and ensure follow-up of actions
- Experience in navigating online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams

COMPETENCIES

- Meticulous attention to detail
- Good report writing skills
- Good communication and presentation skills
- Good interpersonal and relationship building skills
- Good planning and organisational skills
- Problem solving skills
- Client service orientation
- Ability to work under pressure and meet deadlines
- Ability to uphold strict confidentiality

KEY PERFORMANCE AREAS

- Provide administrative support in regard to diary management; coordination of meetings; correspondence and documentation, maintenance of an effective filing system and ensuring the overall efficiency of the Office
- Attend to student queries, maintaining a polite and professional manner and provide the necessary feedback, and coordinate the liaison between School/departments/sections
- Provide administrative support to both undergraduate and post-graduate programmes and assist UG and PG student with Online Blackboard, Collaborate challenges
- Coordinate SOM meetings and compile meeting agendas, minutes and action lists of various meetings, to monitor and ensure the necessary follow-up
- Arrange attestation ceremonies, liaise with sponsors, and prepare all material for attestation ceremonies
- Providing Administration assistance to the Principal Administration Officer of the School of Medicine (SOM) with SREC and other SOM Committees identified by the Dean
- Compile and prepare budgets for the School from SMU source funding; maintain and reconcile vendor accounts; submit purchase orders and ensure that procurement processes and procedures are followed correctly
- Ensure that all necessary documentation relating to SMU travel has been completed and submitted
- Compile reports for the Dean for the various School and Senate Committees, and ensure these are done timely
- Assist with compilation of selection lists and registration process that are required
- Perform internet searches to access relevant information
- Set up online meetings using BB Collaborate, Zoom, and Microsoft Teams for the Dean and for departmental meetings, and organise and coordinate all logistical aspects related to events, including workshops, meetings, conferences, seminars, etc
- Assist with the compilation of the academic timetable and responsible for the lecture hall allocations
- Provide administration support for the Clinical Manager and the Principal Administrative Officer in the Office of the Dean
- Plan, organise and manage own time and workload effectively to ensure deadlines are met
- Contribute to the overall development of SMU and actively improve institutional culture
- Conduct other duties as shall be allocated by the Dean

Closing date: 10 September 2025

Applications from the 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 **Mr JS Mahlaola**, by e-mail at hr.recruitment8@smu.ac.za not later than 16h00 on the closing date started in the advert.

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) 521-3906.

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The University reserves the right not to make an appointment.

Final



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

OFFICE OF THE REGISTRAR

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 opportunity below.

Senior Administrator: Assessment, Certification and Records (1 post)

Ref: 81/2025/RM/P12

The incumbent will be responsible for the effective and efficient administrative support to the operations of the assessment and certification section at Sefako Makgatho Health Sciences University and any other responsibilities as requested. The incumbent will report to the Head: Assessment & Certification and must meet the requirements and competencies as indicated and be responsible for the key performance areas below.

MINIMUM REQUIREMENTS

- Relevant three-year Degree or Diploma
- Three (3) years relevant experience in academic administration preferably in a Higher Education Institution
- Must be computer literate (MS Word, Excel, Power Point, Access, Internet, Outlook, ITS System)

COMPETENCIES

- Technical/ professional knowledge and skill
- Good writing skills
- Good communication and presentation skills
- Good planning and organisation skills
- Good interpersonal skills
- Good problem-solving skills
- Client service orientation
- Ability to uphold strict confidentiality
- Ability to work under pressure and meet deadlines

KEY PERFORMANCE AREAS

- Ensure that assessment processes and procedures are adhered to
- Ensure that all question papers received are recorded and stored safely
- Ensure that all question papers are duplicated under strict conditions and according to the number of registered students
- Assist with the storage of examination scripts before examinations are written
- Ensure that question papers are distributed to the examination venue on time
- Receive and record examination scripts and hand them over to the Schools in line with the rules and regulations
- Assist with the compilation of the graduation programme and ensure that the names of qualifying students are captured correctly
- Ensure strict quality and security measures are in place when handling degree/diploma certificates
- Ensure the safekeeping of old examination scripts for the required period
- Ensure the safekeeping of uncollected degree/diploma certificates
- Contribute to the overall development of SMU, and actively improve institutional culture
- Perform any other function as may be assigned by the Head and Deputy Registrar

Closing Date: 10 September 2025

Applications from the 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 **Mr TR Moletsane** by e-mail at hr.recruitment4@smu.ac.za not later than 16h00 on the closing date as stated in the advert.

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) 521-4433.

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SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY
SCHOOL OF HEALTH CARE SCIENCES
OFFICE OF THE DEAN

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Administrative Officer (2 posts)

Ref:92/2025/RM/P12

The University is looking for an energetic and passionate individual who will be responsible for coordinating the academic administration and committee administration of the School, ensuring effective liaison with all relevant central administration departments, and compliance with all relevant university-wide rules and procedures in the Office of the Dean at Sefako Makgatho Health Sciences University. The Incumbents will report to the School Operations Manager and must meet the requirements and competencies and be responsible for the key performance areas below.

MINIMUM REQUIREMENTS

- Three-year Diploma or Degree in Office Management/ Information Administration/ Business Administration or Public Administration
- At least three (3) years' relevant experience in office administration, or academic administration or committee administration in a higher education institution
- 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

- Technical/professional knowledge and skill
- Organizational and time management skills
- Results and quality orientation
- Written and oral communication skills
- Ability to work independently and as a team member

- Confidentiality, tact and discretion when dealing with information
- Good written and verbal communication skills
- Good interpersonal skills
- Problem solving skills
- Client service orientation

KEY PERFORMANCE AREAS

- Provide administrative support to the various School Committees
- Provide academic administration support which includes student admissions, registration and maintenance of student records, administration of examinations results and accreditation
- Organize and co-ordinate all logistical aspects related to all events including workshops, meetings, conferences, seminars
- Assist with co-ordination of site visits by sponsors and auditors and other stakeholders
- Ensure that all necessary documentation relating to SMU travel has been completed and submitted
- Arrange logistical requirements for all site meetings
- Regular interaction with the School Operations Manager, HoD's, Programme Coordinators, Class representatives and Student Advisors
- Processing and monitoring purchases, ordering stationery, maintaining stock required for the department
- Implement and maintain a relevant document management system in relation to the procurement function
- Receive purchase order requests from relevant parties
- Ensure that all purchase order requests are signed off by the designated signatories and obtain approval
- Matching up of purchase order request and original purchase order from ITS
- Communicate with all vendors regarding outstanding deliveries and payment procedure
- Clearing unpaid PO's monthly
- Liaise with other student support departments in the University, The Registrar's Office, Student Records, Admissions, Undergraduate and Postgraduate Funding, Student Housing, Student Support Services, NSFAS Office, Institutional Planning Department
- Co-ordinate liaison between schools/ departments / sections
- Respond to student / staff / visitor queries
- Interact in a polite and professional manner with all clients (internal and external)
- Develop relevant reports as and when required
- Communicate and consult with relevant stakeholders
- Ensure compliance with SHE policies and procedures
- Contribute to the overall development of SMU and actively improve institutional culture
- Any other duties assigned by the Dean and/or School Operations Manager

Closing Date: 10 September 2025

Applications from the 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 **Mr TR Moletsane** by e-mail at hr.recruitment7@smu.ac.za not later than 16h00 on the closing date as stated in the advert.

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Telephonic enquiries regarding conditions of service: (012) 521-4433.

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SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEPARTMENT OF FINANCE

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Accounts Payable Clerk (1 Post)

Ref:93/2025/NGM/P12

The University is looking for an energetic individual who will provide administrative assistance by processing creditors invoices and the handling of correspondence and queries related to financial administration. The incumbent reports to the Head: Accounts Payables and must meet the requirements and be responsible for the key performance areas and competencies listed below.

MINIMUM REQUIREMENTS

- Three-year Degree/Diploma in Accounting/Finance
- Three (3) year AP or general accounting / finance experience
- Computer skills (MS Word Suite)
- Proficiency in accounting software

COMPETENCIES

- Technical/ professional knowledge and skill
- Meticulous attention to detail
- Good oral and written communication skills
- Able to work with voluminous information
- Customer orientation
- Proper record keeping skills
- Ability to prepare monthly reports
- Knowledge of the audit process

KEY PERFORMANCE AREAS

- Process creditors' invoices
- File and keep records
- Client service orientation
- Must be able to work under pressure
- Professional and ethical standards, personal impact, stature and credibility
- A team player
- Monitoring, evaluation and reporting
- Maintain documentation for audit

- Ensure compliance with the University's safety and health policies and procedures
- Contribute to the overall development of SMU, and actively improve institutional culture
- Perform any other duties assigned by the Line Manager

Closing date: 10 September 2025

Applications from Employment Agency will not be considered.

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications in a PDF format and contact details of three referees, should be forwarded, for the attention of **Ms NG Motsamai**, by e-mail to hr.recruitment5@smu.ac.za not later than 16h00 on the closing date as stated in the advert.

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) 521-3893

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SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY
OFFICE OF THE DEPUTY VICE-CHANCELLOR: OPERATIONS

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 opportunity below.

The University wishes to invite applications for the following **five-year contract** position.

Director: Built Environment (1 Post)
(5-year contract appointment)
REF: 69/2025/RM/P4
(Re-advert)

The University is looking for an energetic professional for the position of Director: Built Environment (BE) to manage the University's infrastructure (both internal and external built environments) in support of its goals, which comprises both the management of new infrastructure projects and maintenance strategies for the University. In addition, He/She will manage the Occupational Health and Safety function for the institution, as well as employees and contracts for cleaning, sanitization and gardening services.

The incumbent will be responsible for, inter alia, infrastructure, inclusive of residences, learning facilities, admin buildings, recreational and sports facilities, and the garden and grounds of the University. He / She will report to the Deputy Vice-Chancellor (Operations) and must meet the requirements, competencies and be responsible for the key performance areas listed below.

MINIMUM REQUIREMENTS

- Degree in the BE fields, thus, Architecture, Eng; Civil, Mechanical, Electrical, Structural Engineering or Quantity Surveying
- Six (6) years' experience of leadership in managerial capacity, leading a team
- Ten (10) years minimum experience in the Built Environment post degree qualification
- A Post Graduate Degree will be an added advantage, i.e., MSC CPM, MBA etc.
- Proven experience in restructuring and building a winning team.
- Registration as PrEng, PrCPM, PrQS, professional
- Proven experience in infrastructure and construction environs
- Experience in environment maintenance
- Proven experience in managing infrastructure budgets
- A thorough understanding of the management of property assets
- Membership with a relevant industry body such as Engineering Council of SA (ECSA); Project Management Institute (PMI); South African Council for the Project and Construction Management Professions (SACPCMP), SACAP, SAQSP will be an added advantage
- ICT proficiency in MS-Suite to support work order management and monitoring planning

systems

- Five years' experience in a Higher Education (University) context is a distinct advantage and is highly recommended.

COMPETENCIES

- Technical/ professional knowledge and skill
- Strategic leadership, decision making and problem solving
- Above average communication skills (written and spoken) and solid report writing
- Strong interpersonal relations, collaboration, and teamwork
- Strong stakeholder management
- Personal impact, stature, integrity and credibility
- Ability to work independently and under pressure with tight deadlines
- Results oriented
- Can be counted on to get the job done
- High work ethic and standards
- The ability to understand negative consequences and threats and to manage decisions/business processes to negate/minimise risk
- Negotiation: bargain successfully by using the ability to assimilate information and to evaluate possibilities against a background of sound knowledge of the landscape
- Action orientated and ability to implement and manage change
- Ability to Manage diverse teams; an impeccable administrator
- Client service orientation
- Change management.

DUTIES

- Guide the project planning, implementation, monitoring, reporting and evaluation in line with project, program and facilities management methodology
- Create and execute project work plans and revise as appropriate to meet changing needs and requirements
- Identify resources needed and assign individual responsibilities
- Oversee the day-to-day operational aspects of a projects and scope
- Apply methodology and enforce project standards to minimise risk on projects
- Report project progress to Chief Operations Officer
- Manage project budget and resources
- Provide inputs to other professionals with tender administration
- Liaise and interact with service providers, client and management
- Contribute to the human resources and related activities
- Maintain the record management system and the projects library
- Utilise resources allocated effectively
- Keep up with new technologies and procedures
- Research/literature on new developments on project, program and facilities management methodologies
- Liaise with relevant bodies/councils on project management.

KEY PERFORMANCE AREAS

- ***Infrastructure Maintenance Management***
 - Stays abreast with the built environment legislation to support strategy development and execution
 - Aligns infrastructure goals with institutional strategies and plans
 - Leads the Infrastructure Maintenance Strategy and Plan, scoping a current plan, a 5-

- year plan and a 10-year plan for maintenance
 - Obtains feedback from internal stakeholders on infrastructure service levels and quality
 - Puts a measurement system in place either through an automated work order system or other mechanism for the measurement of maintenance work (whether insourced or outsourced)
 - Arranges for pest control services
 - Collaborates with internal stakeholders in the execution of the maintenance plan, and continuously checks the effectiveness and quality of work execution
 - Puts a best practice property database in place to meet Space Audit requirements
 - Manages property and related assets
- ***Infrastructure Project Liaison for Large Capital Projects***
 - Stay abreast with large scale infrastructure development priorities at the institution
 - Stays abreast of and applies best practice project management principles
 - Plans the effective procurement of built environment professional, contractors, and supplies
 - Plays an active management role in implementation of infrastructure projects by contracts
 - Collaborates closely with Finance in approving creditors payments, and fosters sound and ethical relationships with professional contractors and suppliers
 - Writing concept documents, briefs and plans in relation to the Built Environment
 - Build strong stakeholder relations and partnerships to support the infrastructure and maintenance projects, and to collaborate with on resistance issues and strategies
- ***Environment and Grounds Management***
 - Aligns tactical operational plans with the institution's strategic environmental and greening; and quality of student life goals
 - Collaborates with landscaping, horticultural, and environmental professionals
 - Collaborates with internal stakeholders in environmental changes to accommodate physical challenged individuals
 - Collaborates with internal stakeholders on requirements for recreational areas and sports facilities
 - Manages the maintenance of fencing and institutional entrances
 - Applies water saving techniques
 - Manages the allocation of approved parking areas
- ***Safety Health and Environment (SHE) Management***
 - Must remain abreast of SHE legislation to ensure compliance, promote safety standards and maintain the SHE policy
 - Commissions regular SHE audits to determine risk
 - Drafts tactical SHE plans and gains approval
 - Addresses key SHE issues in maintenance planning
 - Maintains and coordinates the emergency response programme
 - Initiates accident investigations, and compiles and submits OSHA accident reports
 - Initiates safety awareness campaigns for employees and students, and sends regular briefs and communication
- ***Generic management***
 - Generic management responsibilities such as people management (including performance management), budget/asset/financial management and health and safety management;

- Stays abreast of related governance and statutory requirements, and ensures compliance, including the compilation of statutory reports
- Identifies risks and puts in place mitigation plans, including resolving problems with external suppliers/vendors/contractors
- Contributes subject matter expertise in institutional strategic planning
- Strong monitoring, evaluation and working of student issues, with emphasis on resolution
- 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

Closing date: 5 September 2025

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 **Mr R Moletsane** by e-mail at hr.recruitment1@smu.ac.za not later than 16h00 on the closing date as stated in the advert.

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 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.**

All shortlisted candidates may 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.

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.



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

OFFICE OF THE REGISTRAR

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 opportunity below.

Head: Assessment, Certification and Records (1 post)

Ref: 70/2025/RM/P8

The University is looking for an energetic individual who will be responsible for leading the assessment and certification functions of the University. The incumbent will be required to manage, and support the examinations team, ensuring examinations are delivered to the highest standard in line with University's institutional rules and statutory requirements. As Head of Assessment, Certification and Records. He/she will be responsible for developing and implementing the strategy for assessment and certification; provide operational leadership to the Unit and deliver a professional, service-led provision across all aspects of the University examination and certification administration. He/she will be responsible to ensure that examinations are subject to rigorous quality assurance and meet the statutory requirements. He/she will report to the Deputy Registrar: Academic Administration and must meet the requirements and competencies and be responsible for the key performance areas below.

MINIMUM REQUIREMENTS

- An Honours Degree
- At least ten (10) years relevant experience in academic administration functions, particularly assessment management and administration functions, and five (5) of which should have been in a Unit/Department leadership role within assessment and/or certification environment
- Experience in ITS or a related student assessment management system
- Sound understanding of University assessment and certification policies, regulatory environment, and processes
- Knowledge of Higher Education legislative and regulatory requirements with implications for assessment and certification functions
- Relevant experience in managing employees and working in a customer service environment
- Sound knowledge of national Higher Education Policy and regulatory environment

- Computer literate in Ms Word, Excel, PowerPoint, Access/Database, Internet, Email, ITS Integrator 4.1

COMPETENCIES

- Technical/professional knowledge and skill
- Planning and organizing skills
- Meticulous attention to detail
- Good verbal and written communication skills
- Customer service oriented
- People and project management skills
- Time management skills
- Ability to Multitask
- Professionalism
- Ability to monitor and evaluate business processes for improvement
- Confidentiality, reliability, and integrity
- Analytical and statistical skills

KEY PERFORMANCE AREAS

- Provide strategic and operational leadership to the Assessment and Certification Unit and deliver a professional, service-led provision across all aspects the University assessment administration and certification function
- Ensure the Assessment function is conducted in line with University Rules and policies, and where applicable, meets the statutory requirements of the relevant professional bodies
- Keep up to date with changes to regulations and best practice in the context of University assessment, and to provide guidance to the relevant University Committees charged with a responsibility to oversee the assessment function
- Oversee the organisation, management, and administration of all the University examinations and to ensure the examinations are delivered to the highest professional standards and are subject to rigorous quality assurance
- Ensure the Unit is efficiently and effectively resourced, with an effective staffing Ensure proper processing of all the University examinations
- Co-ordinate University examinations and providing all the necessary logistics and materials
- Ensure that standards and procedures of the University examinations are maintained; and advise the Registrar on developments and innovative ideas in the field of Health Science education and assessment
- Lead, manage and motivate the Assessment and Certification Unit to optimise their performance
- Lead the work of the Assessment and Certification Unit, including setting priorities for the team and individual team members, conducting appraisals, providing day-to-day guidance and support
- Manage the Unit's allocated budget, and other physical resources
- Represent the Unit in the development and delivery of ICT systems, making sure they are fit for purpose and satisfy the requirements of Unit employees and academic employees
- Ensure that all records are kept in accordance with the University policy for records retention, maintaining confidentiality of personal and organisational information at all times in line with University information governance requirements.
- General office administration associated with the assessment and certification office
- Ensure compliance with the University's safety and health policies and procedures

- Contribute to the overall development of SMU and actively improve institutional culture
- Any other duties assigned by the Deputy Registrar: Academic Administration and/or Registrar

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Closing Date: 5 September 2025

Applications from the 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 **Mr TR Moletsane**, by e-mail at hr.recruitment9@smu.ac.za not later than 16h00 on the closing date as stated in the advert.

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) 521-4433.

The Sefako Makgatho HealthSciences 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.



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY
DEPARTMENT OF FINANCE

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 opportunity below.

Principal Accountant: Student Debtors (1 Post)

REF:76/2025/NGM/P8

The University is looking for an energetic individual who will be responsible for the administration and management of student debtors accounts. The incumbent reports to the Head: Student Debtors and must meet the requirements and competencies as indicated below and be responsible for the key performance areas listed below.

MINIMUM REQUIREMENTS

- Bachelor of Commerce degree in Accounting / Finance / CIMA / ACCA
- Five (5) years related experience
- Computer skills (MS Word Suite)

COMPETENCIES

- Technical/ professional knowledge and skills
- Resource management
- Good Interpersonal skills
- Quality assurance and risk management skills
- Corporate governance
- Decision-making and problem solving skills
- Communication and presentation skills
- Client/student service orientation

KEY PERFORMANCE AREAS

- Reconciliation of general ledger account
- Liaise with the banks and internal departments to resolve items expeditiously
- Prepare corrections and adjustments to student accounts and supply these together with adequate supporting documentation to the accountant for approval
- Debt collection
- Liaise with the Head of Student Debtors and other relevant stakeholders on the implementation of debt collection processes
- Liaise with the debt collectors and provide information to them on a regular basis
- Ensure that notices of debt are advised to students and their sponsors on a regular basis
- Ensure compliance with the University's safety and health policies and procedures
- Contribute to the overall development of SMU, and actively improve institutional culture

- Perform any other duties assigned by the Line Manager

Closing date: 5 September 2025

Applications from Employment Agency will not be considered.

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, full academic records, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Ms NG Motsamai** by e-mail to hr.recruitment6@smu.ac.za, not later than 16h00 on the closing date stated on the advert.

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) 521-3893

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.



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SUPPLY CHAIN MANAGEMENT

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 opportunity below.

Contract Specialist (1 post)

Ref: 75/2025/NGM/P8

The University is looking for a vibrant individual who will be responsible for actively supporting and advising the Director: Supply Chain Management and team in meeting the strategic objectives and goals of the Finance Department through understanding, developing, managing and controlling all facets of contract formation, negotiation, administration and provide technical guidance and oversight of the procurement function to all levels of employees and management. The incumbent must meet the requirements, competencies and be responsible for the key performance areas listed below.

MINIMUM REQUIREMENTS

- Bachelor's degree in Commerce, Supply Chain Management (SCM), Law
- Five (5) years working experience in SCM, including contract management
- At least two (2) years' experience in supervisory level
- Knowledge of SCM policies and procedures, and Contract law
- Knowledge of Project Management, Contract Management, Reporting and Supplier Management
- Knowledge of PPPFA and Treasury Regulations
- Advanced to work with multi-disciplinary team
- Demonstrated professional Supplier Management experience including, but not limited to, sourcing, selecting, monitoring and reporting performance
- Proficient in the use of Microsoft Office Suite, specifically Microsoft Excel, Word and PowerPoint
- Experience in Contracts systems implementation, including Enterprise Resource Planning (ERP)

COMPETENCIES

- Technical/ professional knowledge and skill
- Resource management
- Basic legal/SCM/Finance knowledge for reporting on commitments and provisions
- People management including performance management
- Building strategic alliances and partnerships

Sunday Times, 17 Aug 2025

- Quality assurance and risk management
- Corporate governance
- Health and safety management skills
- Decision-making and problem solving skills
- Communication and presentation skills
- Stakeholder management skills
- Sound knowledge of relevant legislation and law; especially contract law
- Client/student service orientation

KEY PERFORMANCE AREAS

- Technical development and execution of translate complex contractual issues into easily understood summaries and solutions of Support the Director/Deputy Director on various contract related activities
- Contract management
 - Develop, manage and control all facets of contract formation, negotiation, administration and management and provide technical guidance on contract management
 - Apply purchasing concepts, standards, and organisational objectives to complete complex contracting assignments
 - Lead and collaborate with business units and offices in establishing contracts quality improvements and process efficiencies
 - Use and assist in interpreting the National Treasury Contract Management Framework (CMF) as guide for contract management best practice.
- Development of Policy and Procedure
- Assist the Deputy Director and Director: Supply Chain Management with drafting and provide input into contract management processes, policy and procedure and Contract Management life cycle processes
- End User Educational Workshop and Training
- Assist with the orientation and training of current and new employees on contract management and interpretations of legislation
- Records Management Systems: Information Management
- Ensure proper records management systems are in place
- Financial Management
- Provide input into supply chain management operating and capex budget
- Provide Contracts Spend regularly as required
- Performance Monitoring, Evaluation and Reporting
- Relevant tactical and operational reports as and when required
 - Research and implement best practices
 - Communicate and consult with relevant stakeholders
- Quality assurance and risk management
- Provide quality assurance and oversight to all contracts' functions by evaluating and identifying gaps in legal instruments, policies, procedures, business systems, processes or tools, and recommend and implement updates and/or improvements
- Ensuring organisational efficiency, effectiveness and standardisation
- Inputs on SCM risk register and mitigating factors relating to contract management
- Inputs on SCM risk strategy document management
- Contribute to the overall development of SMU and actively improve institutional culture
- Perform any other duties as assigned by the Line Manager

Closing date: 5 September 2025

Applications from 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 **Ms NG Motsamai**, by email to hr.recruitment3@smu.ac.za not later than 16h00 on the closing date as stated in the advert.

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) 521-3906.

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The University reserves the right not to make an appointment.



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

OFFICE OF THE DEPUTY VICE-CHANCELLOR: OPERATIONS

ICT DEPARTMENT

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 opportunity below.

CHIEF INFORMATION OFFICER (1 Post) (5-year contract appointment)

(Ref:68/2025/KM/P4)

The University is looking for an energetic, passionate and knowledgeable individual as its Chief Information Officer to lead and manage the ICT Directorate and who will be responsible for providing visionary strategic leadership, to enable the technology and digital transformation of the University's academic project and operations. The incumbent will further remain abreast of and exploit the latest technology in higher education sector, especially with regard to Information Assurance, (dissemination, security, Information and management). S/he will be the chief custodian of the University's AI strategy and its implementation. He/she will report to the Deputy Vice Chancellor: Operations and must meet the requirements and be responsible for the key performance areas listed below.

MINIMUM REQUIREMENTS

- An NQF Level 8 qualification in Computer Science/Information Systems or Electronics or Electrical Engineering
- A post graduate qualification in Computer Science/ Information System or Equivalent is recommended
- A post graduate Management qualification such as an MBA/MBL is highly recommended
- Information Technology Infrastructure Library (ITIL) certification would be an added advantage
- Certification in Cyber Security will be an added advantage
- A minimum of thirteen (13) years' experience of which at least five (5) years has been at a Senior Management level with a proven track record for effective leadership and management in budgeting and employee development within the Information Technology environment.
- Knowledge and broad understanding of the use of ICT as a business driver
- Experience in managing multi-disciplinary functions, e.g. computer and network services, ICT governance, AI, administrative platforms, teaching and learning and research systems, modern telecommunications and management information
- Proven knowledge and experience in scenario or strategic planning in complex and diverse knowledge and information management environments, including systems thinking abilities.
- Business and systems analysis skills, including experience in the analysis, implementation, and evaluation of IT systems/infrastructure and their specifications

Sunday Times, 17 Aug 2025

- Demonstrated project management experience, including experience of commissioning services from third parties and managing relationships with suppliers and contractors
- Computer skills (MS Office suite) 06

COMPETENCIES

- Technical/ professional knowledge and skill
- Up to date with contemporary ICT development and skills
- Strategic leadership, decision making and problem solving
- Resource Management
- Above average communication skills (written and spoken) and solid report writing
- Strong interpersonal relations, collaboration, teamwork and ability to build strong stakeholder relations
- Personal impact, stature, integrity and credibility
- Ability to work independently and under pressure with tight deadlines
- Results-oriented with a high work ethics and standards
- The ability to understand negative consequences and threats and to manage decisions/business processes to negate/minimize risk
- Ability to implement and manage change
- Ability to manage diverse teams; an impeccable administrator
- Client service orientation

KEY PERFORMANCE AREAS

- Develops an ICT Vision and ICT strategy for the University, including on digital transformation which is key to the University's strategy
- Develop and oversee the implementation of strategies and policies to ensure an optimal mix of information and communication technology services are available to the academic community, and the operations
- Promote effective management of information and information technology as an enabler of strategic resources, including the academic enterprise
- Provide overall direction for the enterprise architecture with specific reference to the ICT infrastructure architecture
- Develop a digital transformation strategy that feeds into the overall strategic direction of the University, demonstrating innovation in the implementation of the university's business processes and solutions.
- Draft and propose policy related to the direction and development of ICT services and facilities across the University.
- Develop an enterprise technology, knowledge, and information management strategy, and drive the creation of enterprise technology standards to ensure system compatibility and seamless integration
- Ensure innovation in the implementation of University's Business processes and solutions
- Provide overall management, technical, and financial direction for strategic enterprise IT projects
- Ensures effective management of business and technical teams to ensure all projects meet strategic objectives
- Manage ICT budget and funds in accordance with University's financial procedures and processes, within a clear project management framework
- Provide technical leadership to the University's information and cyber security capability
- Ensure the implementation of the quality assurance standards and risk management measures to meet both internally set standards and the requirements of external bodies
- Effectively manage and develop employees within the IT operations and support team
- Represent SMU in the regional, national and international ICT committees, professional organizations, and specialized groups, ensuring that ICT is benchmarked nationally and internationally on an ongoing basis

- Produce relevant strategic and operational reports as and when required, as part of ongoing monitoring and evaluation of the strategic objectives of the Directorate
- Effectively promote and practice good corporate/IT governance
- Ensure compliance with SHE policies and procedures
- Contribute to the overall development of SMU and actively improve institutional culture
- Any other duties assigned by the Deputy Vice Chancellor: Operations and/or Vice Chancellor

Closing Date: 5 September 2025

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 **Mr AK Mothabela**, by e-mail to hr.recruitment1@smu.ac.za not later than 16h00 on the closing date as stated in the advert.

Documentation required for application:

- A full curriculum, as well as
- An abbreviated (no more than two pages) curriculum vitae
- Certified copies of qualifications
- A self-evaluation by the applicant of his/her suitability
- The applicant's vision for the portfolio
- The names and contact details of at least three (3) 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 Regulations and the Procedure of the University

All candidates shortlisted may be required to submit themselves to a competency assessment before the formal interview session.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and submit the outcome of the SAQA evaluation together with such qualifications. Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-4433.

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

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The University reserves the right not to make an appointment.



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SUPPLY CHAIN MANAGEMENT

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Specialist Infrastructure Procurement (1 Post)

Ref:77/2025/NGM/P8

The University is looking for a vibrant individual who will be responsible for actively supporting and advising the Director: Supply Chain Management and team in meeting the strategic objectives and goals of the Finance Department through providing various internal and external clients with infrastructure procurement and logistics management services. The incumbent must meet the requirements, competencies and be responsible for the key performance areas listed below.

MINIMUM REQUIREMENTS

- Bachelor's degree in Commerce, Supply Chain Management (SCM), Construction/Built Environment, Project Management
- Five (5) years working experience in SCM, including Infrastructure Procurement
- At least two (2) years' experience in supervisory level
- Knowledge of SCM policies and procedures, Construction Industry Development Board (CIBD) Act
- Knowledge of Project Management, Construction Management, Reporting and Supplier Management
- Knowledge of PPPFA and Treasury Regulations
- Ability to work with multi-disciplinary team
- Demonstrated professional Supplier Management experience including, but not limited to, sourcing, selecting, monitoring and reporting performance
- Proficient in the use of Microsoft Office Suite, specifically Microsoft Excel, Word and PowerPoint
- Experience in Construction and Maintenance systems implementation, including Enterprise Resource Planning (ERP)
- Experience in CIBD Management tools

COMPETENCIES

- Technical/ professional knowledge and skill
- Good communication, presentation and interpersonal skills

- Good planning and execution skills
- Resource management
- Sound understanding of the CIDB Act
- Basic knowledge of Legal/Finance for reporting on commitments and provisions
- People management including performance management
- Building strategic alliances and partnerships
- Quality assurance and risk management
- Good Corporate governance
- Good Health and safety management
- Decision-making and problem solving skills
- Stakeholder management skills
- Relevant legislation and law; especially contract law
- Client/student service orientation

KEY PERFORMANCE AREAS

- Support tactical development and execution
- Support the Director/Deputy Director on various infrastructure procurement related activities
- Manage the implementation of the SMU Infrastructure Procurement and Delivery Management Policy
- Expert advise and Infrastructure Procurement
- Analysis of the procurement needs and determine the procurement strategy for construction and infrastructure projects
 - Completion of procurement of all required goods, works and services on a timely basis and in an accurate manner
 - Preparation and review of technical specifications, terms of references, scopes of works, bill of materials for construction projects
 - Elaboration and implementation of proper needs assessments and requirement definition approaches to assist with identification of projects' procurement needs
 - Creation and implementation of proper monitoring and control system of procurement
 - Together with the designated technical committee, review and evaluate the offers or proposals received and prepare the report for the award of contract and for the presentation to the Bid Committee
- Development of Policy and Procedure
- Assist with drafting and providing input into Infrastructure Procurement Policy
- Undertake Quality Assurance and Risk Management
- Provide quality assurance and oversight to all infrastructure procurement related functions by evaluating and identifying gaps in policies, procedures, business systems, processes, or tools, and recommend and implement updates and/or improvements ensuring organisational efficiency, effectiveness and standardization
- Input on risk register and mitigating factors for infrastructure related projects
- Develop risk strategy document management
- Records Management Systems: Information Management
- Ensure proper records management systems are in place
- Financial Management
 - Provide input into supply chain management operating and capex budget
 - Provide Infrastructure Management Spend regularly as required
- Performance Monitoring, Evaluation and Reporting
- Relevant tactical and operational reports as and when required
- Research and implement best practices
- Communicate and consult with relevant stakeholders

- End user Educational Workshop and Training
- Assist with the orientation and training of current and new staff employees on supply chain management policies, procedure and protocols
- Contribute to the overall development of SMU and actively improve institutional culture
- Perform any other duties as assigned by the Line Manager

Closing date: 5 September 2025

Applications from Employment Agency will not be considered.

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, full academic records, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Ms NG Motsamai** by e-mail to hr.recruitment6@smu.ac.za, not later than 16h00 on the closing date stated on the advert.

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) 521-3893

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

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The university reserves the right to make or not to make an appointment.



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SCHOOL OF DENTISTRY

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 opportunity below.

School Operations Manager (1 Post)

Ref: 74/2025/KM/P7

The University is looking for a dynamic and energetic individual who will be responsible for developing and implementing strategic and operational interventions for the School of Dentistry, in order to improve the operational and strategic efficiency of the School through long-range, planned, systematic and well-managed interventions. He/She will manage the administration of the School, ensuring effective liaison with all relevant central administration Departments. Comply with relevant University-wide rules and procedures. The incumbent reports to the Dean: School of Dentistry and must meet the requirements, competencies and be responsible for the key performance areas listed below.

MINIMUM REQUIREMENTS

- Masters Degree or Equivalent (Business, Administration or relevant disciplines) (NQF 9 qualification)
- A PhD qualification would be an added advantage.
- At least six (6) to eight (8) years relevant experience in academic administration
- Has the ability to drive the transformation agenda (employees, students and curriculum)
- Computer literacy, with a sound knowledge of MS Word, MS Excel, Internet and competency of ITS

COMPETENCIES

- Technical/ professional knowledge and skill
- Resource management
- Good people management including performance management
- Good interpersonal skill
- Decision-making and problem-solving
- Planning and organizing
- Action oriented
- Team player
- Facilitating change
- Good communication skills (verbal and written)
- Client/student oriented
- Building partnerships

KEY PERFORMANCE AREAS

- Strategic development and oversight of School resources, and integration of operations, in collaboration with Senior Leadership of the School, and under the guidance of the Dean
 - Oversee committee administration for School Board and other Committee meetings
 - Develop, implement and manage appropriate administrative control systems
 - Champion transformation and diversity: culturally aware and sensitive
 - Fosters an attitude of appreciating diversity
 - Academic planning and administration
 - Resource management including human, infrastructure and financial
 - Liaison with health professional standards
 - Stakeholder relations management and partnerships
 - Monitoring, evaluation and reporting
 - Contribute to the overall development of SMU
 - Actively promote institutional culture
 - Any other duties assigned by the Dean
-

Closing date: 5 September 2025

Applications from Employment Agency will not be considered.

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, full academic records, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Mr AK Mothabela** by e-mail to hr.recruitment5@smu.ac.za, not later than 16h00 on the closing date stated on the advert.

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) 521-3893

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

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SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

HUMAN RESOURCES

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 opportunity below.

Manager: Transformation (1 Post)

Ref:73/2024/BGM/P7

The University is looking for an energetic individual who will actively support the Senior Director: Human Resources in the development and management of the integrated transformation strategy of the University, encompassing strategic co-ordination and execution; liaison with the Executive Team; and leading the transformation governance structures on transformation. He/She will report to the Senior Director: Human Resources, and must meet the requirements and competencies, and will be responsible for the key performance areas below.

MINIMUM REQUIREMENTS

- Degree in Industrial Psychology, Human Resources Management, Human Resources Development or equivalent qualification
- A minimum of six (6) years of relevant experience in managing transformation within a tertiary institution or any sector
- Two (2) years managerial/ leadership experience
- Detailed understanding of change management strategies, techniques, and programmes
- Experience of working at a management level in a complex environment, managing multiple transformation projects with a range of stakeholders
- Experience of leading and delivering large scale transformational change and the ability to convey a compelling and engaging vision of change
- Experience in translating strategy into delivery through plans, programmes, people, and culture
- Evidence of handling highly complex organisational matters and difficult situations with diplomacy and tact
- Understanding of the Higher Education landscape, opportunities, and challenges

COMPETENCIES

- Technical/ professional knowledge and skill
- Strong leadership qualities and skills appropriate to a management position including the management, development and motivation of both teams and individuals to inspire and secure high performance

- Strongly self-motivated bringing gravitas, credibility, energy, resilience, and commitment
- High level communication skills both oral and written with and ability to act as a representative of the themed area and University in a wide range of situations, both internally and externally, nationally, and internationally
- High level negotiation, influencing and enabling skills to ensure priorities are met.
- Ability to work positively with stakeholders to achieve outcomes and deliver change through people
- Possess a positive 'can do' attitude and approach and ability to work at pace.

KEY PERFORMANCE AREAS

- Actively support the Senior Director: HR in the achievement of the University's transformation agenda
- Develop and manage the transformation strategy of the University
- Challenge the status quo and provide specialist hands-on guidance and support to Executive sponsors and programme and project managers.
- Provide input into SMU's people management objectives
- Advise and coach line managers and staff on the interpretation, application and implementation of policies and procedure/processes/systems pertaining to Organisational diversity, Change management, Transformation and employment equity, and diagnose inefficiencies/ problems in teams, processes and systems
- Ensure effective and continuous communication on HR (Transformation and Diversity) issues to the Deans, Directors, HODs and Managers
- Review, development and implementation of Transformation policies, procedure and guidelines
- Conduct audits on the compliance to the Transformation policy and ensure that all internal stakeholders and external stakeholders comply with the Transformation strategy and guidelines
- Provide input to the development of the HR strategy and the organisational transformation strategies
- Proactively identify and implement change management interventions to support structural/ /system/process changes
- Conduct periodic assessments of the transformation compliance and interventions in the university and recommend interventions that proactively facilitate the creation of a positive climate
- Design/source and implement audits and surveys to obtain employee feedback on attitudes/practices/ behaviour and determine existing organisational culture
- Design and implement Transformation strategies and interventions to bring about necessary shifts in the culture and/or enhance human performance and tolerance
- Through creativity, expertise and collaboration, identify, lead, drive, and manage the University transformation programme at pace to increase efficiency and performance across the breadth of the institution
- Provide institutional leadership and articulate a clear and compelling vision for change through the use of evidence-based business cases including resource implications.
- Actively seek opportunities for the University to radically improve its processes, systems, outcomes and capabilities
- Manage all strategically identified transformation projects from inception, delivery to closure, supporting across the lifecycle of project delivery and benefits realisation.
- Ensure there is a robust commissioning process for transformation business case development with a clear articulation of business benefits
- Conduct options appraisals and develop clear cases for transformation, designing projects that are credible with respect to costs, benefits, resourcing, timescales, governance, risk management and organisational capacity
- Responsible for providing the portfolio management across all transformation change projects, ensuring all projects are delivered on time and budget to the satisfaction of business stakeholders and our customers
- Carry out relevant horizon scanning and external benchmarking for best practice in delivering an efficient and effective organisation

- Proactively seek out and tackle issues that will prevent the delivery of business benefits in transformation projects, facilitating open communication and discussion between stakeholders
- Undertake trouble-shooting activities on projects as required by analysing the problem and putting in place the appropriate corrective action
- Contribute to the overall development of SMU, and actively improve institutional culture
- Perform any other duties assigned by the line manager

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Closing date: 5 September 2025

Applications from Employment Agency 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 B Mbanjwa** by e-mail to hr.recruitment7@smu.ac.za not later than 16h00 on the closing date as stated on the advert.

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