

The Minister of Higher Education and Training has established a new institution, i.e., the Sefako Makgatho Health Sciences University (SEFAKO) whose main purpose is teaching, research and service. This was published in the South African Government Gazette no: 37658 of the 16 May 2014. The University is located at Ga-Rankuwa at the Medical University of South Africa campus and will be expanding in the near future to extend the Program Qualification Mix to go beyond the current disciplines of medicine, dentistry, nursing, pharmacy, occupational therapy, physiotherapy, radiography, speech and language, psychology, to include cross-disciplinary areas such as biomedical technology, health informatics, health science education, health promotion, public health, and traditional and complementary medicine, aviation medicine, health management and health law. With the introduction of the National Health Insurance in South Africa SEFAKO will play a critical role in producing graduates or certificated staff who have the passion and skill to improve the delivery of quality health care.

## VACANT POSTS AT THE SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

### INTERIM UNIVERSITY ADMINISTRATOR (1 Post)

***This is a two (2) year fixed term performance based appointment, which may be renewable for a further term of office as determined by the Council.***

Reporting to the Interim Chairperson of the Council, this challenging and exciting opportunity exists at the new state funded Sefako Makgatho Health Sciences University located at Ga-Rankuwa in Pretoria. The successful candidate will be expected to provide overall institutional strategic leadership to the University. This position requires a visionary, seasoned academic leader and administrator with an impeccable track record as an accomplished leader with extraordinary interpersonal skills who successfully functioned at executive level, preferably in the higher education sector. It will be required of the Interim Vice-Chancellor to prepare and submit to the Interim Council an interim strategic plan with outcomes and timeframes. This plan must be accompanied by a resource mobilisation and planning strategy.

**Minimum requirements:** • A Doctoral Degree, preferably in the Health Sciences • A proven track record of leadership at senior level within the academic environment, backed by at least 10 years' experience in the higher education sector • Extensive knowledge of the Higher Education sector.

The New University seeks a visionary academic leader with extensive executive management experience who has the ability to inspire and unite the diverse body of staff and students behind a common purpose. In addition, the successful candidate is expected to lead the University with a view to realising its vision, mission, core values and strategic plan.

**Key performance areas:** • Strategic Institutional Leadership • Institutional Planning, Quality Assurance and Policy Development • Resource Mobilisation and Allocation • Operations Management • Academic Planning and Student Academic Support • Teaching and Learning, Research and Community Engagement • Development of Quality Student Life and Student Governance • Human Resources Management • Resources Management: Budget and Finance • Partnerships and Collaborations • Diversity Management

**The following attributes would be a strong recommendation for the position:** • A Postgraduate Management qualification • Experience at executive management level • Ability to develop and communicate a vision and mission for the newly established University • Ability to lead a senior management team to work co-operatively with the Interim Council, Senate and other constituencies of the University • An appropriate research and publication record • A thorough understanding of the higher education landscape including relevant prescripts regarding the development of the newly established institution • Experience in partnership building and fundraising across a range of sectors locally, regionally and internationally.

### INTERIM UNIVERSITY REGISTRAR (1 Post)

***This is a two (2) year fixed term performance based appointment, which may be renewable for a further term of office as determined by the Council.***

The Registrar reports directly to the Interim Administrator and serves as the Secretary to the Interim Council and its Sub-Committees. The incumbent is a member of the Interim Management Body and will in this capacity assist the Interim Administrator with institutional strategic leadership and capacity building. The incumbent is responsible for all aspects of academic administration, student affairs, student accommodation and related matters. This portfolio is also responsible to ensure institutional compliance with policies and procedures laid down by government, statutory bodies and the Interim Council. The Interim Council may add additional responsibilities to this portfolio, as appropriate to meet the operational requirements of the institution.

**Minimum requirements:** • A Postgraduate qualification • At least 5 years' relevant experience at a Senior Management level • Demonstrated knowledge of the South African Higher Education Landscape and Regulatory Frameworks • Excellent written and oral communication skills.

**Key performance areas:** • Policy Development & Implementation • Compliance with legislative prescripts, governmental policy guidelines and institutional rules • Student administration • Student governance, life and accommodation • Legal services • Quality Assurance and Risk Management • Safety, Health Environmental Management • Resources Management: People • Resources Management: Budget and Finance • Management of Information System.

### INTERIM CHIEF OPERATIONS OFFICER (1 Post)

***This is a two (2) year fixed term performance based appointment, which may be renewable for a further term of office as determined by the Council.***

The Interim COO reports to the Interim Administrator. The incumbent is a member of the Interim Management Body and will in this capacity assist the Interim Administrator with institutional strategic leadership and capacity building. The Interim COO will focus on and provide institutional wide leadership with regard to all financial, human resources, campus services and other support functions at the institution.

**Minimum requirements:** • Masters degree in relevant disciplines in the economic and management sciences or a professional registration as a CA or equivalent • At least 5 years' experience in a senior management position with responsibilities associated with institutional financial management, budgets and operations • Demonstrated strategic leadership and people management skills • Know-

ledge of strategic planning and budgeting, preferably within the higher education sector.

**Key performance areas:** • Financial planning and management • Policy Development, Resources Allocation and Operations Management • Development of campus and support services • Resources Management: People • Resources Management; Budget and Finance • Compliance with financial and related policies and reporting requirements • Institutional risk management • Safety, Health and Environment Management • Monitoring, evaluation and reporting • Information, communication and technology.

### EXECUTIVE ADMINISTRATIVE ASSISTANT (1 Post)

***Two year Fixed-Term Contract.***

The Executive Assistant and Interim Council Liaison provides 'one-stop' administrative support for the Interim Administrator. The top priority of this position is to contribute to the success of the Administrator through managing an effective executive office. S/he is at the centre of communications for the Administrator, both internally and externally to the university. As an extension of the support provided to the Interim Administrator, the Executive Assistant is also responsible for providing administrative support to the Interim Council of the university. Secondly, s/he will also provide administrative support to the university's leadership team as appropriate.

**Duties and Key Responsibilities:** • **Interim Administrator Support:** • Serve as assistant to the Interim Administrator • Maintain the Interim Administrator's mail flow • Keep the Interim Administrator's appointment calendar, and ensure s/he is properly prepared for all upcoming meetings including being on time • Advise Interim Administrator of daily schedules and follow up activities • Keeps the Interim Administrator's contacts list • Prepare letters, memos and documents, which may involve confidential correspondence • Research and prepare reports, charts, presentations • Make travel arrangements and processes travel expense reports for the Interim Administrator • Maintain files and records of the Executive Office • Administer the Executive Department budget as directed • Process credit card expense reports for self and Interim Administrator • Set agendas, prepare notes and track action items for management meetings and committee meetings • Other duties and responsibilities may be assigned as determined necessary by the Interim Administrator.

**Chief Operations Officer (COO) Support:** • Assist in the coordination of appointment calendars • Interface with the Finance and Audit Committee of the Interim Council • Assist with travel arrangements for COO • Assist with facilities • Other duties as assigned.

**Interim Council Support:** • Serve as the primary point of contact with the Interim Council • Handle all logistics for Interim Council meetings, including scheduling, agenda development, communication with Chairperson and Interim Council Members, space coordination, meal coordination,

social activity coordination, etc • Handle Interim Council member travel needs as appropriate • Manage budget for Interim Council activities, including meetings and travel • Prepare and maintain all Interim Council materials, including: • Coordinate materials preparation for Interim Council meetings, including Administrator reports, consolidation of all department reports, preparation and distribution of Interim Council books, agendas, PowerPoint presentation set up, etc • Prepare and distribute minutes of Interim Council and Committee meetings • Record resolutions passed by the Interim Council of Directors • Track action items for the Interim Council and committee meetings • Use electronic signatures to sign final approved minutes and file accordingly / compile past final meeting minutes annually for the audit committees • Prepare Interim Council Orientation Handbook and relevant materials • Roster and mailing addresses and email distribution lists for Interim Council and Committees • Create and maintain a specific website for posting minutes, publishing meeting dates and other documentation • Track Interim Council members cost and ensure they are paid and/or reimbursed where necessary • Provide regular information updates to the Interim Council, other organizational developments • Work with the Interim Administrator and COO to ensure compliance with bylaws and other legal obligations • Other duties as assigned: Financial; Attendance; Event hosting/participation; Networking and connections.

**Position Parameters/Special Responsibilities Required:** • Supervise the Office Assistant position • Must be available to work weekends and evenings during Interim Council Meeting preparation • Must be able to travel for Interim Council and other related events • Must be willing and able to answer calls/email during non-business hours.

**Required qualifications:** • Bachelor's degree in an appropriate field (business administration) preferred. Advanced technical or specialty training and credentials may be substituted • A minimum of five years of Executive Assistant experience • Experience working with Councils or Directors of Companies • Proficient at note/minute taking • Proficient at the 'expert' level in Microsoft Office; including Word, Excel, PowerPoint, and Outlook • Ability to learn other software applications quickly • Experience doing in-depth web-based research projects • Financial tracking and reporting experience • Adept at proofreading own and others' work to eliminate errors. Solid knowledge of proper English and standard business language and grammar • Database management experience • Strong experience and knowledge of go-to-meeting and other facilitation software, proper meeting management techniques; including standard Interim Council protocol • Must be flexible, organized and detail-minded. Adept at follow-through in the management of detail • In representing the executive office, must present a neat, professional appearance with a positive, friendly attitude • Capable of handling several tasks simultaneously and self-managing time and task priorities • Ability to work independently as well as work well with various personalities and cultural diversity.

**Job Location:** Sefako Makgatho Health Science University.

### APPLICATIONS:

Candidates should submit their applications to the Chairperson of the Interim Council or the Chairperson of the delegated Committee of the Interim Council, as the case may be, by no later than 12:00 on the closing date stated in the advertisement.

Applications must be accompanied by: (1) A full Curriculum Vitae as well as: (2) An abbreviated (no more than two pages) Curriculum Vitae; (3) The candidate's declaration of intent; (4) The names and contact details of at least three referees (provided that the University reserves the right to appoint and consult its own referees); (5) and an indication in writing by the candidate that he or she accepts the recruitment and selection process of the University. Applicants may be required to undertake a written exercise or an oral presentation in the competencies required for the position.

If we have not responded within eight weeks of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into only with short-listed candidates. The University reserves the right not to make an appointment. It is the intention of the University to promote representivity in respect of race, gender and disability through the filling of these posts. Sefako Makgatho Health Sciences University offers attractive, market-related packages depending on qualifications and experience.

Please submit your application to Chair of the Interim Council: Human Resources, Postal address P O BOX 68, Medunsa, 0204 or hand deliver it to MEDUNSA Campus, -Human Resources Department, 5th floor, Room S534H, Clinical Pathology Building, Setlogelo Drive, Ga Rankuwa, Gauteng. For enquiries only, please contact Professor Olive Shisana, Chair of the Interim Council of the Sefako Makgatho Health Sciences University at Tel: +27 21 466 7902 or: +27 12 302 2002

**Closing date: 10 June 2014.**

We encourage applicants to submit prior to that date. Only applicants who are interviewed will be advised of the outcome of their applications.