



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

CENTRE FOR UNIVERSITY TEACHING AND LEARNING (CUTL)

Sefako Makgatho Health Sciences University (SMU) is a newly established University providing holistic Health Sciences Education, and is situated at Ga-Rankuwa (North of Pretoria). The University wishes to invite applications for the following position.

E-LEARNING SPECIALIST (1 Post)

Ref: 57/2020/BGM/P8

The incumbent will be responsible for the development, implementation, impact measurement and monitoring and evaluation of E-learning activities at SMU which assists the E-Learning Unit in achieving its strategic objectives and goals. The incumbent will report to the Manager: E-Learning Unit and must meet the requirements, competencies and be responsible for the key performance areas below:

REQUIREMENTS

- Relevant Master's degree in Education (E-Learning and/or Innovative teaching technologies / Multimedia design) or equivalent
- At least two (2) years' experience in the development, implementation and evaluation of E-learning strategies, methodologies and technologies
- Experience in the use of learning management systems and instructional design

COMPETENCIES

- Technical/ professional knowledge and skill
- Communication and presentation skills
- Coaching and mentoring
- Continuous development
- Decision making and problem solving
- Building strategic alliances and partnerships
- Interpersonal skills
- Professional and ethical standards
- Adaptability
- Managing work
- Quality assurance management
- Client/student service orientation

KEY PERFORMANCE AREAS

- Provide a consultancy service to academic staff to advise and support; the design of online teaching and learning materials, assessments, mobile learning, remote access learning and the use of the learning management system
- Monitor and evaluate the impact of E-learning activities within the Schools
- Coach, counsel and mentor academic staff and contribute to capacity building related to E-Learning within academic departments
- Train students on the use of the learning management system
- Coordinate and initiate peer and student evaluation of E-learning activities
- Research, develop and implement best practices with regards to E-learning
- Contribute to educational research and scholarship activities
- Use of data analytics to inform course development and design
- Contribute to relevant strategic and operational reports as and when required
- Communicate and consult with relevant stakeholders
- Contribute to the overall development of SMU
- Actively improve institutional culture

.....
Closing Date: 30 October 2020

Applications through Employment Agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Ms BG Mbanjwa**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at hr.recruitment5@smu.ac.za

The applications may also be hand delivered or posted to (place in the application box):

Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi street, Ga-Rankuwa, OR Human Resources Department, P.O Box, 68, MEDUNSA, 0204

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 not to make an appointment.