

Library of Key Performance Areas (KPA's) and Objectives

Preamble

Performance Advancement (PA) is essential to achieve both institutional and individual success at Stellenbosch University (SU).

It is a process where academic, professional and administrative support staff engage with their line managers to assess and review key responsibilities, expectations, performance outcomes and professional development. It ensures the recognition and reward of top performers who significantly contribute to the university's institutional goals. It also provides support for both personal growth and institutional success.

The aim of this guide is to assist staff to identify appropriate objectives linked to KPAs for their specific role. The objectives provided are generic, and staff are expected to select those that align with their individual responsibilities. Once an objective is identified, the individual, with their line manager, will set measurable (SMART) performance indicators aligned to each objective. Staff must set clear *key performance areas (KPA's)* and *objectives* in the context of their roles. These are directly linked to the university's strategic direction, requirements and goals ensuring that the institution meets its strategic objectives.

The content of this guide was sourced through extensive analysis of existing work agreements, recruitment advertisements, job descriptions and related documentation across the university as of August 2024.

Definitions

Key Performance Area

The specific responsibilities and tasks within your role, that you are accountable for, and that contribute to the institution's objectives.

Objectives

Clear, measurable indicators that align with your role and the institutional goal.

SMART objectives

Each objective must be specific, measurable, achievable, relevant and be time-bound.

Personal Development Plan (PDP)

A development plan to identify and address development needs linked to a staff member's current role, aligned with university goals and available resources. Future development beyond the current role may be considered once immediate needs are met.

Performance Work Plan (PWP)

An annual work plan agreed upon with your line manager, outlining deliverables, assessment criteria and development support to achieve the plan's objective.

Version 1 March 2025

Key Performance Area	Objective
Academic administration	Plan and manage academic activities like exams and graduations.
Academic administration	Accountable and responsible for academic administration, including student records, certification timetables and examination.
Academic administration	Ensure the provision of service-orientated academic administration.
Academic administration	Manage the student administration lifecycle.
Academic administration	Manage the academic registration of students with relevant professional bodies.
Academic administration	Monitor and report on the student lifecycle.
Academic leadership	Provide academic leadership to staff, and national and international stakeholders to ensure that SU remains a leading university.
Administration	Perform general administrative duties.
Administration	Assist with general administration tasks and maintenance.
Administration	Manage the daily activities of the laboratory.
Administration	Academic administration, including but not limited to ethics applications, grant applications and progress reports.
Administration	Liaise with suppliers to ensure the maintenance of equipment.
Administration	Coordinate student matters and administration.
Administration	Administration of teaching and learning interventions.
Administration	Involvement with administrative duties at departmental, faculty and university level.
Administration	Provide administrative support.
Administration	Administer the full tender process from quotes to purchases.
Administration	Ensure logistical planning and arrangements.
Administrative support	Academic module administration.
Administrative support	Activate staff and student cards.
Administrative support	Administer and schedule activities.
Administrative support	Administration of continuing professional development activities (CPD).
Administrative support	Administration of departmental telematics programme.
Administrative support	Administration of DESC and ethics clearance applications.
Administrative support	Administration of electronic submission of research outputs.
Administrative support	Administration of external funds and contracts.
Administrative support	Administration of student marks.
Administrative support	Administration of the accreditation process.
Administrative support	Assist to collect confidential documents.
Administrative support	Assist to collect, compile, process and analyse research data.
Administrative support	Assist with audits.
Administrative support	Assist with evacuations and emergency trainings.
Administrative support	Assist with general and technical translation.
Administrative support	Assist with postgraduate student applications.
Administrative support	Assist with processing of student marks.
Administrative support	Assist with quality control of programme module frameworks, documents and content.

Administrative support	Assist with the administration process of external academics and tutors.
Administrative support	Boost online visibility of research.
Administrative support	Collate and capture research outputs.
Administrative support	Communicate news and events.
Administrative support	Compile module framework and study guides together with respective lecturers.
Administrative support	Control access to facilities.
Administrative support	Coordinate online application platform.
Administrative support	Coordinate student communications on registrations, timetables, and related matters.
Administrative support	Coordinate international academic agreements and cooperation.
Administrative support	Coordinate staff plan and performance evaluation.
Administrative support	Coordinate the promotion and marketing of postgraduate courses.
Administrative support	Coordinate transdisciplinary research projects/programmes.
Administrative support	Coordinate annual applications and registration process.
Administrative support	Coordinate school practicums and micro teaching.
Administrative support	Develop and implement new benefits.
Administrative support	Direct student related enquiries.
Administrative support	Collaborate with the accountant to develop and manage budgets.
Administrative support	Switchboard management.
Administrative support	Apply HR policies and procedures.
Administrative support	Maintain e-filing system.
Administrative support	Enhance the quality of published journals through editorial review.
Administrative support	Ensure access to the SU network.
Administrative support	Ensure accurate and timely reporting of research outputs.
Administrative support	Ensure effective communication and follow-up with prospective students on application progress.
Administrative support	Ensure efficient operation and support for online platforms.
Administrative support	Ensure the quality and accuracy of student applications.
Administrative support	Event management administration.
Administrative support	Facilitating media communication processes.
Administrative support	Facilitating the discontinuation, or readmission of study process.
Administrative support	Facilitate payroll administration processes.
Administrative support	Identify telematic support services.
Administrative support	i-Recruitment vacancy management.
Administrative support	Leave administration management process.
Administrative support	Liaise and correspond with postgraduate students and other parties.
Administrative support	Liaise with timetable and assessments offices.
Administrative support	Liaise between students and companies offering bursary opportunities.
Administrative support	Liaise with prospective students.
Administrative support	Maintain effective relationships with insurers for university support.
Administrative support	Maintain service level agreements.
Administrative support	Maintain filing system.
Administrative support	Maintain office infrastructure.
Administrative support	Manage travel and accommodation arrangements.
Administrative support	Manage tutor appointments and payments.

Administrative support	Manage visitor reception and inquiries.
Administrative support	Manage workshop administration.
Administrative support	Manage office supplies.
Administrative support	Manage research subsidies.
Administrative support	Manage access control.
Administrative support	Manage bursary offers.
Administrative support	Manage departmental booking system.
Administrative support	Manage departmental library.
Administrative support	Manage examination processes of master's and PhD students.
Administrative support	Manage first- year administration process.
Administrative support	Manage health research ethics submissions and enquiries.
Administrative support	Manage internal mail distribution and courier service.
Administrative support	Manage internal postgraduate student bursary contracts.
Administrative support	Manage logistics for conferences, workshops, courses and other events.
Administrative support	Manage postgraduate admission and examination processes.
Administrative support	Manage promoters and examiners.
Administrative support	Manage service and operations related to off-site storage facility.
Administrative support	Manage student communication process.
Administrative support	Manage teaching and assessment administration.
Administrative support	Manage the copyright permission process.
Administrative support	Manage vacation work reports.
Administrative support	Manage visa and other letters.
Administrative support	Manage visits and information sessions from external companies.
Administrative support	Manage yearbook and postgraduate prospectus publication process.
Administrative support	Manage performance management administration process.
Administrative support	Market and promote the faculty.
Administrative support	Meet needs within existing procedure and policy framework.
Administrative support	Monitor student progress and identify risk areas.
Administrative support	Monitor internal and external moderation process.
Administrative support	Monitor thesis progress of master's students.
Administrative support	Organise asset and inventory management process.
Administrative support	Organise designing and maintaining a customer database.
Administrative support	Organise funding application process.
Administrative support	Organise monthly vehicle logbook administration.
Administrative support	Organise office administration.
Administrative support	Organise staff and departmental communication.
Administrative support	Organise study visa process.
Administrative support	Organise and manage the department annual calendar.
Administrative support	Oversee and ensure quality delivery of hospitality services.
Administrative support	Oversee student management and allocation processes.
Administrative support	Plan and co-ordinate projects and programmes.
Administrative support	Plan and co-ordinate workshops, conferences and other events.
Administrative support	Prepare and manage teaching and assessment materials.
Administrative support	Provide insights to improve student admission through data analysis.
Administrative support	Provide support to first years and first-time registrations.

Administrative support	Provide technical equipment support and ensure functionality.
Administrative support	Provide administrative support for various projects and processes.
Administrative support	Provide an advisory service.
Administrative support	Provide student support.
Administrative support	Provide support to the risk and safety officer.
Administrative support	Recordkeeping and maintaining databases.
Administrative support	Registration of research outputs.
Administrative support	Responsible for library card for fellows and external academics.
Administrative support	Applicants screening and registration.
Administrative support	Support students with Internship and Community Service Programme applications.
Administrative support	Troubleshoot administrative bottlenecks affecting students.
Administrative support	Welcome and orientate new students.
Advisory consultation	Ensure alignment with the national and international best practice and theory.
Advisory consultation	Provide strategic consultation to senior university administrators on key strategic opportunities programmes.
Advisory consultation	Provide advice on internationalisation to the Rector and Vice-Chancellor.
Advisory consultation	Provide legal advice and support to students, staff and SU management.
Advisory consultation	Provide guidance and advice to students and staff regarding student academic administration.
Advisory consultation	Advise on relevant higher education legislation, and policies.
Advisory consultation	Satisfy external funding providers' quality assurance requirements.
Advisory consultation	Source opportunities for external funding.
Advisory consultation	Advise on and recommend architecture strategies, processes, and methodologies.
Advisory consultation	Advise lecturers on best practice for teaching, learning and assessment.
Advisory consultation	Advise on methods to enhance the configuration of research-related applications.
Advisory consultation	Advise on network standards and design configuration.
Advisory consultation	Lead brainstorming sessions to develop potential solutions.
Advisory consultation	Provide subject matter expert advice to staff and students.
Advisory consultation	Recommend and participate in defining, developing and delivery of future state architectures.
Advisory consultation	Advise senior and executive management on institutional compliance with statutory and regulatory requirements.
Advisory consultation	Provide expert advice and support for large change projects and employee relations matters.
Advisory consultation	Provide guidance and advice regarding student integration activities.
Advisory consultation	Provide support and advice to staff and environments.
Botanical services	Ensure the correct use of pesticides and fertilizer.
Botanical services	Prepare greenhouses for trials.
Botanical services	Prune plants and make soil mixtures.
Budgeting/ Financial management	Budget management.
Budgeting/ Financial management	Procurement of external funds.

Building maintenance	Conduct inspections, make maintenance recommendations and ensure corrective actions/repairs.
Building maintenance	Distribute redundant furniture and equipment.
Building the organisational profile	Develop and maintain good relations with prospective and current students, supervisors, co-supervisors, and academic staff.
Building the organisational profile	Establish and strengthen SU's leadership role strategically collaborating with other higher education institutions and national and international organisations.
Building the organisational profile	Manage relationships with sponsors, macro-service subscribers and commissioned research providers.
Building the organisational profile	Partner with external stakeholders to support institutional partnerships.
Building the organisational profile	Provide support for unpaid volunteers.
Business management	Oversee SU group of companies and associated subsidiaries.
Business partnering	Develop improved service delivery mechanisms in the context of a changing environment.
Business partnering	Provide pro-active advisory services to clients.
Case management	Develop, implement and maintain an effective case management system.
Case management	Ensure team compliance and quality assurance, aligning with the university's risk management framework, legislation, and policies.
Case management	Manage institutional interactions to maintain constructive relationships.
Case management	Provide expert case management for complex or high profile collective and individual cases.
Case management	Provide expert guidance and advice to manage institutional risk.
Case management	Provide physical and psycho-social support to students.
Change management	Implement SU strategic, change, and operational initiatives.
Change management	Support the Rector and Vice-Chancellor to establish, achieve and maintain the university's vision, mission, values and goals.
Change management	Ensure identification, initiation and prioritisation of change processes aligned to strategic goals and initiatives.
Cleaning services	General cleaning of relevant working spaces.
Cleaning services	Manage cleaning materials and supplies.
Client Services	Receive walk-in clients and handle telephonic enquiries.
Client Services	Serve as the central contact point for the SU community, address general queries and provide emergency support.
Client Services	Provide a client-centred service experience.
Clinical care services	Provide clinical care and support to participants/clients.
Coaching	Provide a student-focussed sport experience.
Collaboration	Promote research collaborations with internal and external partners, including universities, industry, and government, to advance research and development initiatives.
Collaboration	Contribute to academic administration and leadership in the discipline, department and faculty.
Collaboration	Contribute to the goals and functioning of the university and the Health Department.
Collaboration	Develop and strengthen industry relationships and managing executive education and other academic relationships.

Collaboration	Expand and strengthen collaboration with health services, communities and other stakeholders.
Collaboration	Expand and strengthen collaboration with stakeholders.
Collaboration	Promote internationalisation efforts of the university.
Collaboration	Collaborate with others to improve the standard and cost-effectiveness of services to the university.
Collaboration	Ensure health research ethics capacity strengthening for researchers and HREC members.
Collaboration	Ensure strategic-communication between related departments, the Senior Management and the broader university community.
Collaboration	Liaise and collaborate with divisions on student registration.
Collaboration	Participate in projects, committees, and forums.
Collections management	Manage collection development.
Collections management	Manage incoming and outgoing loans and document movement of artefacts.
Collections management	Undertake proper acquisition of new anthropological and historical collections.
Commercialisation	Analyse business opportunities for SU.
Commercialisation	Assess the commercial potential of SU intellectual property.
Commercialisation	Identify technology commercialisation opportunities.
Commercialisation	Manage new venture formation processes.
Commercialisation	Manage the process to close licensing deals.
Communication strategies	Compile various forms of written outputs to support senior management e.g. speeches, statements and briefings.
Communication strategies	Prepare and manage internal communication and information flow.
Community engagement and service delivery	Capacity development on CPG development, adaptation and dissemination.
Community engagement and service delivery	Contribute to the community through service and regular engagement with students, other researchers, and support staff.
Community engagement and service delivery	Deliver public addresses and media interviews across various platforms.
Community engagement and service delivery	Promote within CST's portfolio, integrating geopolitics, African development and sustainability.
Community engagement and service delivery	Engage with vulnerable groups like children and refugees.
Community engagement and service delivery	Build community partnerships through engagement activities, like serving as a liaison between the Institute and key stakeholders within the broader adolescent mental health field.
Community engagement and service delivery	Facilitate and participate in community engagement activities, like serving as a liaison between the Institute and key stakeholders within the community and broader ECD field.
Community engagement and service delivery	Identify opportunities for dissemination, community engagement, and social policy advocacy at community, district, and national level.

Community engagement and service delivery	Identifying opportunities for routine youth engagement and integration of youth preferences into programming and research.
Community engagement and service delivery	Involvement in service learning and/or community interaction activities.
Community engagement and service delivery	Promote collaborative relationships with diverse stakeholders across the governance and energy sectors including researchers, practitioners, policymakers and community members.
Community engagement and service delivery	Clinical governance and participation in clinical service delivery commitments of the Department.
Community engagement and service delivery	Collaborate and participate in scientific and professional organisations and inter-departmental activities through innovative networking.
Community engagement and service delivery	Ensure good quality information and robust monitoring and evaluation processes.
Community engagement and service delivery	Involvement with community interaction and projects.
Community engagement and service delivery	Participate in academically relevant departmental, school and faculty activities.
Community engagement and service delivery	Participate in social impact projects and render appropriate services to the university and teaching community.
Community engagement and service delivery	Render service to industry through specialist consulting.
Continuous business improvement	Ensure continuous business improvement.
Continuous business improvement	Gather, understand, interpret, and consolidate user requirements.
Continuous business improvement	Identify areas in which IT can support institutional needs and goals.
Continuous business improvement	Identify opportunities for process improvements.
Corporate management and secretariat services	Provide administrative and secretariat services to the Senate, the Council, the Convocation and the Executive management.
Corporate publications	Compile an annual production plan for institutional publications.
Corporate publications	Conceptualise various publications in accordance with objectives and stakeholders.
Corporate publications	Oversee the production and print management of corporate publications.
Corporate publications	Write, edit and translate various SU publications.
Curriculum design and development	Assist with the development of study materials and supportive learning resources for the unit.
Curriculum design and development	Assist with planning, preparing, and implementing clinical skills sessions.
Curriculum design and development	Develop clinical documentation aligned with divisional outcomes and the Health Professions Council of South Africa (HPCSA) guidelines.

Curriculum design and development	Design the curriculum for the pre-hospital clinicians as it relates to the research.
Curriculum design and development	Contribute to the design and development of e-learning and any other technology-based initiatives.
Curriculum design and development	Conduct needs analysis relevant to all undergraduate programme curricula for the design and development of relevant teaching and learning materials.
Curriculum design and development	Design, develop, plan and assessment of modules and programmes within the subject area.
Curriculum design and development	Convene and teach courses and workshops.
Curriculum design and development	Innovate and co-ordinate development of course materials.
Curriculum design and development	Project conceptualisation, development and management.
Curriculum design and development	Quality assures course materials.
Cyber security	Facilitate a safe cyber environment.
Data management	Build and maintain databases.
Data management	Collect, analyse and maintain relevant data and management information to inform internal and external impacts on financial and operational strategies.
Data management	Develop new methods for analysis of different sample types.
Data management	Identify trends and develop strategies for improving processes.
Data management	Implement, manage and maintain Quality Management Systems.
Data management	Maintain student data on internal systems and annual calendar of events.
Data management	Manage data related to employee engagement.
Data management	Manage data collections and enhancing data security.
Data management	Manage the administration and information published on SU platforms related to the application and evaluation process.
Data management	Strategic planning and management of Research Data Services (RDS).
Data management	Supply data, analysis and information in support of decision-making and planning on all levels of the university.
Data management	Build an electronic database of reported incidents.
Data management	Analyse and develop datasets to use as input to energy models.
Data management	Assist with the design of data collection tools and supporting data management.
Data management	Apply different analysis methods to determine requirements.
Data management	Benchmark data between environments and determine trends.
Data management	Build and maintain databases.
Data management	Conduct bioinformatic analysis.
Data management	Develop software to extract data.
Data management	Ensure access to raw and processed data sets.
Data management	Facilitate and support effective data management,
Data management	Gather and understand data for business strategy requirements.
Delivery	Fulfil service requests.
Digital humanities	Develop grant proposals.

Digital humanities	Develop legal agreements for online content securing necessary copyrights and permissions.
Digital humanities	Develop and implement the digital platform.
Document management	Archive relevant SU documents.
Document management	Provide technical input and support to aid in policy development
Document management	Scrutinise SU policies, regulations, management documents and rules.
Document management	Prepare strategic documents for senior management.
Document management	Conceptualise, develop and implement policies and practices aligned to national and international standards.
Document management	Conduct document analysis of input/output requirements and workflows.
Document management	Deliver documentation according to agreed quality standards.
Document management	Develop and maintain systems-related documentation.
Document management	Manage operational and data-related documents.
Electrical maintenance	Manage and maintain electrical tools.
Electrical maintenance	Test live lights, switches and plug circuits.
End-user support	Assist clients with resolving problems when using applications.
End-user support	Ensure remote and onsite technical support.
End-user support	Maintain information sharing platforms.
Enhancing learning through assessment	Assist with the assessment of students and provide feedback on assessed learning.
Enhancing learning through assessment	Support students in the completion of site-based assignments.
Enhancing learning through assessment	Develop clinical activities in line with curriculum outcomes.
Equipment management	Assign equipment according to approved schedules, events and venues.
Equipment management	Manage and monitor charging and repair of equipment.
Equipment management	Manage checking in and checking out of equipment.
Establishing and maintaining an environment for learning	Oversee and manage the clinical learning experience of students at allocated training sites aligned with the MBChB curriculum.
Establishing and maintaining an environment for learning	Support students and lecturers at SU to use the Simulation and Clinical Skills Unit.
Establishing and maintaining an environment for learning	Liaise with facility management and clinical staff at training sites to optimise the learning experience of students.
Establishing and maintaining an	Sustain and maintain clinics in the absence of the students, during exam times or university vacations.

environment for learning	
Establishing and maintaining an environment for learning	Promote the Speech-Language and Hearing Profession and Division for recruitment of students.
Establishing and maintaining an environment for learning	Promote discussion among pre-hospital clinicians.
Establishing and maintaining an environment for learning	Promote inter-professional education opportunities within different departments.
Establishing and maintaining an environment for learning	Market the unit to the other programmes at the faculty.
Facilities management	Conduct building inspection condition surveys.
Facilities management	Ensure adherence to all health and safety requirements.
Facilities management	Identify, implement and monitor technical and maintenance management strategies.
Facilities management	Implement, manage and deliver a fully integrated facilities management solution including building infrastructure services and support services.
Facilities management	Maintain mechanical systems.
Facilities management	Manage the redevelopment of buildings, service installations and university grounds.
Facilities management	Oversee network cabling in buildings.
Facilities management	Proactive maintenance planning for all SU facilities to ensure maximum return on building assets.
Facilities management	Clean workspaces.
Facilities management	Conduct regular equipment inspections.
Facilities management	Maintain, repair and administer card access control, card payment, and IP CCTV systems.
Facilities management	Prepare venues and move equipment and furniture.
Financial administration	Compile cost estimations and obtain quotations.
Financial administration	Reconcile daily sales and sales targets.
Financial administration	Ensure compliance with procurement requirements.
Financial management	Ensure financial sustainability of the institution.
Financial management	Financial management of the Centre of Responsibility.
Financial management	Develop the institutional finance strategy and financial models.
Financial management	Oversee the strategic financial planning and analysis of resource use and development.
Financial management	Maintain comprehensive knowledge of higher education funding and other models.
Financial management	Ensure institutional financial aid resources are geared towards the support of students.
Financial management	Manage the budget and compile financial reports.
Financial management	Budget management of equipment and disposables.
Financial management	Compile the annual budget and financial reports.

Financial management	Develop a long-term integrated financial plan for the environment.
Financial management	Develop and manage project budgets including budget control.
Financial management	Financial management and oversight of discipline projects and operations.
Financial management	Manage allocated central funds and financial management of short courses.
Financial management	Manage annual budget-related responsibilities, including overall financial forecasting, risk analysis, preparation of budgets and allocation of funds.
Financial management	Manage central faculty procurement within policies and guidelines and ensure accurate financial reporting and asset management.
Financial management	Process, manage and report on financial aspects related to the departmental budget.
Financial management	Procure ICT infrastructure and services for the RC/faculty within the scope of the teaching and learning environment.
Financial management	Provide strategic guidance on the class fee budgets and ensure alignment with academic programme strategies.
Financial management	Oversee day-to-day financial processing.
Financial management	Responsible for annual internal audits where necessary.
Financial management	Budget management aligned with university policies.
Financial management	Prepare funding proposals.
Financial management	Prepare budgets and manage cost centre expenditure.
Funding applications	Identify funding opportunities and manage funding applications.
Funding applications	Write relevant grant proposals to secure funding.
Fundraising	Facilitate and promote external fundraising.
Fundraising	Donor fundraising stewardship.
Fundraising	Coordinate and manage alumni events.
Fundraising	Fundraising (including stewardship), communications and advocacy for mathematics pedagogy and learning improvement.
Fundraising	Fundraising for residential study and resources.
Fundraising	Generate external funding opportunities.
Fundraising	Liaise and engage with key stakeholders, donors, clients and write reports.
Fundraising	Obtain core funding for operational expenses and tuition bursaries.
Good governance/ Compliance	Conduct monitoring, evaluation, and learning (MEL) activities.
Good governance/ Compliance	General management and quality control of the research laboratories in the division.
Good governance/ Compliance	Monitor policy issues and trends that may impact or enhance research.
Good governance/ Compliance	Oversee research ethics compliance within the division.
Good governance/ Compliance	Oversee the development of administrative and organisational systems.
Grants management	Assist researchers with administrative aspects of new applications for funding.
Grants management	Facilitate research and supplier contracts, material transfer agreements and permits.
Grants management	Prepare budgets for grant applications.

Grants management	Supporting researchers to process grant contracts, renewals and modifications.
Hardware support/Client orientation/Professional knowledge and skill	Provide a hardware support service to SU staff and student bodies.
Healthcare services	Manage the psychosocial wellbeing of students.
Healthcare services	Monitor and analyse health trends.
Healthcare services	Provide clinical care and support to children.
Healthcare services	Provide comprehensive healthcare (preventative and curative) to staff and students.
Implementation of programs, applications and interfaces	Ensure fit-for-purpose IT programs and interfaces.
Information technology	Ensure faculty ICT needs are aligned and managed within the broader university ICT strategy.
Information technology	Maintain security of information to comply with applicable legislation and university regulations/policy.
Information technology	Manage ICT contracts for the provision of ICT infrastructure and services to the RC/faculty.
Information technology	Manage the provision of specialised ICT services (people, processes and technology) tailored to improve the efficiency and effectiveness of teaching and learning through blended learning.
Information technology	Optimal utilisation of FMHS ICT funds, managing the central telephone system, and supporting operational software applications.
Information technology	Produce and disseminate tools and technology for ICT-orientated teaching and assessment.
Information technology	Revise and implement the Strategy and Project Plan for ICT in Learning and Teaching.
Innovation	Encourage innovation through local and global enterprise to advance new collaborations across teaching and learning, research, and innovation.
Integrated medicine and science	Empower coaches, teams and student-athletes to optimise the use of evidence-based interventions.
Inventory management	Monitor stock levels and conduct stock takes.
Inventory management	Receive and issue stock.
Inventory management	Implement and maintain an inventory control system.
Job evaluations	Ensure all job evaluations are moderated and approved within the institution.
Job evaluations	Ensure job evaluation policy and procedures are updated for the governance of job evaluation.
Job evaluations	Provide expert knowledge about job evaluations and handling appeals.
Journalism	Research and investigate noteworthy items.
Laboratory support	Sample management.
Language practice	Write, translate and edit internal and external documents/content.
Leadership	Promote an inclusive and collegial environment that encourages a high level of performance, communication and teamwork.
Leadership	Provide strategic environment leadership, expressing its vision of becoming a world- class centre for training, research and innovation.
Leadership	Lead in an innovative, inspirational, and person-centred manner, building the standing and stature of the department.

Leadership / Management	Manage direct reports to ensure optimal service delivery.
Leadership / Management	Ensure optimal staffing levels to achieve SU's learning and teaching objectives.
Leadership / Management	Identify and manage conflict amongst staff.
Leadership / Management	Provide supervisory and/or mentoring support to staff.
Leadership / Management	Providing academic leadership and taking responsibility to develop nursing education aligned within the frameworks of SU, the South African Nursing Council (SANC), and the Department of Health.
Leadership / Management	Managing conflict amongst personnel.
Leadership / Management	Train, develop, mentor and empower staff.
Leadership / Management	Conduct performance appraisals for staff.
Leadership / Management	Provide leadership to the team.
Leadership / Management	Supervise internal workers and external contractors.
Learning design	Conceptualise learning design and multimedia development briefs for new offerings.
Learning design	Design digital teaching, learning and assessment resources.
Learning design	Design high-quality online learning experiences aligned with course outcomes and assessment strategy.
Learning design	Establish and promote learning design guidelines and best practices.
Legal services	Provide legal services, including consulting, researching, drafting and litigating.
Logistical planning	Coordinate and manage event logistics, including planning and arrangements.
Mail	Collect and deliver post.
Marketing	Advise potential clients about available services.
Marketing	Coordinate marketing and communication activities.
Marketing	Create and manage digital and other marketing content.
Marketing	Define and implement a marketing and/or sales strategy.
Marketing	Promoting the environment through strategic marketing on social media, websites, and other digital platforms.
Marketing	Identify market needs in relation to available products and services.
Marketing	Initiate projects to improve or expand marketing and communication functions.
Marketing	Liaise with a range of internal and external entities.
Marketing	Market and recruit for short course programmes.
Marketing	Market SU intellectual property to identify and engage commercial exploitation partners.
Marketing	Promote the division services, activities, and training opportunities through various media.
Marketing	Public relations, including organising events and representing the department.
Marketing	Quality Assurance and evaluation of marketing and communication standards and services.

Marketing	Recruit and attract students.
Marketing	Excellent web and online presence published across platforms to broadly reach particular markets.
Marketing	Ensure and manage communication strategies to increase SU's national and international reputation.
Marketing	Pro-actively manage corporate media relations and messaging while mitigating negative and inaccurate media coverage.
Marketing	Conduct market research to provide detailed insight and information about potential markets.
Marketing	Market environments, services and projects.
Media management	Manage the sound and video recording for environment activities, productions, projects and exams.
Media management	Coordinate pre- and post-production activities.
Media management	Manage and archive media.
Modelling	Develop energy system models in various modelling platforms and software to simulate energy systems.
Monitoring and evaluation	Monitor, research and evaluate blended learning experience designs.
Network management	Install and maintain networks.
Network management	Provide and support access to a network environment.
Networking and collaboration	Develop industry partnerships and networks.
Networking and collaboration	Develop national and international research networks and partnerships.
Networking and collaboration	Establish a network of experts (and institutions).
Occupational health and safety	Conduct incident investigations.
Occupational health and safety	Conduct safety inspections and identify potential threats.
Occupational health and safety	Develop, implement, and evaluate environment-specific health surveillance programmes based on the available health risk assessments and occupational hygiene surveys.
Occupational health and safety	Manage the injury on duty process.
Occupational health and safety	Manage the occupational health programme together with the occupational medicine practitioner.
Occupational health and safety	Manage the performance and recording of Health Risk Assessments (HRA) and facility inspections.
Occupational health and safety	Inspect firefighting, safety and emergency response equipment.
Occupational health and safety	Co-ordinate the Occupational Health and Safety audit schedule.
Occupational health and safety	Maintain an accidents and injury register and provide analysis.
Occupational health and safety	Identify risk, applying occupational health and safety measures, and national building standards.
Office management	Provide general secretarial/ administrative services.
Office management	Oversee asset management.
Office management	Oversee travel, catering and other logistics.
Operational analysis	Conduct operational analysis within the project environment.

Operational analysis	Identify and ensure resolution of risks and issues.
Operational excellence	Develop innovative, forward-thinking support mechanisms to drive financial sustainability within the faculty.
Operational excellence	Establish and maintain a clear financial strategy that aligns with the faculty's overall strategy.
Operational excellence	Collect, analyse, and maintain relevant data and management information, informing the Senior Director about internal and external effects on financial and operational strategies.
Operational excellence	Provide information to key stakeholders while ensuring compliance with university policies.
Operational excellence	Set strategic objectives and guide operational planning for professional support services.
Operational excellence	Co-ordinate implementation of operational decisions.
Operational excellence	Advise the management team on key planning issues, including risk analysis and feasibility studies for new ventures.
Operational management	Manage operations including infrastructure, equipment, supplies, transport and assets.
Operational management	Operational and functional management of the safety services function.
Patient imaging	Calculate, measure and record radiopharmaceutical doses received, used, and disposed.
Patient imaging	Explain test procedures and safety precautions.
Patient imaging	Conduct patient imaging, including acquisition, processing, quality control, recording and back-up of acquired patient data.
Patient imaging	Perform in-vitro (non-imaging) nuclear medicine procedures and tests on biological specimens.
Payroll administration	Ensure operation of the payroll system.
People leadership and management	Create and support a people centred culture.
People leadership and management	Operational management of human resources and finances of the division/department.
People leadership and management	Perform academic and programme management functions.
People management	Support staff to perform their duties.
People management	Lead and manage the team.
People management	Develop and monitor the annual staff plan and budget.
People management	Ensure adherence to human resource policies and guidelines.
People management	Manage staff and student contract renewals.
People management	Ensure divisional workforce planning.
Performance enhancement	Design and deliver customised training programs for student athletes.
Plumbing	Perform plumbing activities.
Policy development	Undertake policy analysis to inform, contextualise and advise institutional decision making.
Policy development	Facilitate institutional policy development.
Policy development	Develop and review relevant frameworks and standard operating procedure documents.
Policy development	Develop and update policies, process and guideline documents.
Programme development	Conceptualise, design and develop online teaching, learning and assessment resources.

Programme development	Develop new academic programmes.
Programme development	Schedule and evaluate academic programmes.
Programme development	Implement student mobility programmes and bilateral agreements.
Programme development	Develop the annual student wrap-around support programme plan.
Programme development	Manage bursary programmes.
Programme development	Manage national and international funding programmes.
Project management	Project manage initiatives across a range of transdisciplinary governance themes.
Project management	Ensure the effective delivery of projects.
Project management	Direct, coordinate and strategically integrate multiple projects at an institutional level.
Project management	Manage and review project plans and schedules of the project team.
Project management	Provide project support.
Proposal writing	Contribute to the establishment, review and improvement of systems and processes for proposal development.
Proposal writing	Ensure execution of proposal development activities.
Proposal writing	Implement feedback from proposal outcomes.
Proposal writing	Provide proposal related support to project leaders.
Public engagement	Design and co-ordinate an innovative outreach and public engagement program.
Quality assurance	Adopt a scholarly perspective to quality assurance and enhancement.
Quality assurance	Contribute towards the development of an institutional quality enhancement culture.
Quality assurance	Manage the quality of output of researchers.
Quality assurance	Develop, manage and implement quality assurance processes.
Quality assurance	Manage quality assurance of academic material and assessments.
Quality assurance	Assist with external monitoring, audits and regulatory inspections.
Quality assurance	Evaluate the quality of doctoral supervision and doctoral programmes.
Quality assurance	Lead programme design, renewals and quality assurance against CHE standards.
Quality assurance	Conduct performance reviews on hardware.
Quality assurance	Establish and maintain strict quality assurance procedures and Standard Operating Practices (SOPs).
Quality assurance	Maintain accurate record of repairs and solutions.
Quality assurance	Perform quality assurance reviews on requirements or other outputs.
Record-keeping	Maintain injury records and tracking of related rehabilitation programmes.
Record-keeping	Maintain pre-set rehabilitation goals, outcomes and return to train and play protocols.
Recruitment	Develop and maintain effective recruitment initiatives that support hiring strategies and employment equity initiatives.
Recruitment	Actively participating in recruitment initiatives.

Recruitment	Build a centre of excellence by providing a best practice service in collaboration with other functions.
Recruitment	Manage online recruitment advertising, including job portals, social media and LinkedIn.
Recruitment	Lead strategic recruitment initiatives to attract top talent and senior leaders.
Recruitment	Manage, advise and co-ordinate the Senior Appointments Process.
Recruitment administration	Administer advertising processes and operations.
Recruitment administration	Manage recruitment activities on various social media platforms to increase Employee Value Proposition.
Recruitment and retention	Establishing and implementing a talent acquisition and retention strategy to identify, attract and retain top performers.
Recruitment and retention	Implement a long-term player development pathway.
Recruitment and retention	Sourcing and recruitment of high-calibre candidates.
Remuneration analytics	Optimise the compensation structure to ensure competitiveness and alignment with institutional goals.
Reporting	Analyse and report on industry and technological trends.
Reporting	Ensure compliance with internal and or external reporting.
Reporting	Oversee project operations including daily management, reporting and administrative tasks.
Reporting	Compile relevant internal and external reports as required.
Reporting	Analyse and report on quality trends to inform improvement initiatives.
Reporting	Prepare status reports on divisional activities.
Reporting	Provide financial reports on research funds.
Research	Provide tailored, research-driven solutions to meet client needs.
Research	Create pre-hospital research capacity through conducting research and supervising research projects.
Research	Stay current with best practices through ongoing, targeted research and knowledge updates.
Research data management	Provide data to inform research data management decisions at SU.
Research support	Assist with research studies.
Research support	Compile research support documentation.
Research support	Provide support for research studies.
Research support	Manage the administration and logistics of research contracts, applications and proposals.
Research support	Plan and co-ordinate action research to enhance treatment and care quality improvement programmes.
Research, innovation, and impact	Assist with new and ongoing research projects.
Research, innovation, and impact	Build an economic model to guide a Just Energy Transition, mapping a sustainable pathway for energy systems.
Research, innovation, and impact	Co-manage the Zebrafish Husbandry Unit.
Research, innovation, and impact	Conduct and co-ordinate primary and secondary research that enables a better understanding of the impact of DFIs in post-COVID-19 socio-economic recovery.

Research, innovation, and impact	Conduct research projects, including research methods related to evidence synthesis and guidelines, focused on new-born, child health, and public health.
Research, innovation, and impact	Conduct assessment reviews for potential research projects.
Research, innovation, and impact	Conducting transdisciplinary research across the governance spectrum, with strong analytical competence.
Research, innovation, and impact	Dissemination and the co-authoring of academic publications, reports, policy briefs and various working papers.
Research, innovation, and impact	Contribute to grant proposals to support research programmes and research activities.
Research, innovation, and impact	Design and conduct an international research stay-exchange as part of fieldwork and stakeholder engagement.
Research, innovation, and impact	Develop new research projects, including proposal writing, budgeting, methodology design and measurement, selection, and training of research staff.
Research, innovation, and impact	Identify funding opportunities and writing of research grants.
Research, innovation, and impact	Identify and frame economic modelling assumptions for power system transition strategies.
Research, innovation, and impact	Lead and support grant applications to secure funding.
Research, innovation, and impact	Develop transition scenarios for power systems to support the Just Energy Transition process, integrating finance and socio-economic models, leveraging scenario modelling outputs from Eskom, Meridian, and CSIR.
Research, innovation, and impact	Manage research study implementation.
Research, innovation, and impact	Manage research study implementation, including monitoring project activities and budget adherence.
Research, innovation, and impact	Manage research project implementation, including stakeholder engagements, site (schools and health facilities) recruitment, and establishing referral pathways and links.
Research, innovation, and impact	Participate in planning and conducting research that leads to research outputs.
Research, innovation, and impact	Participate in institution building activities of CST, including teaching and MPhil supervision.
Research, innovation, and impact	Conduct independent cardio-metabolic physiology and pathophysiology research within the Centre for Cardio-metabolic Research in Africa's (CARMA) focus areas. Internal and external funding applications to support laboratory-based research and equipment acquisition.
Research, innovation, and impact	Plan, organise and facilitate research opportunities.
Research, innovation, and impact	Plan, organise and facilitate research activities, including developing study procedures, protocols, and informed consent. Compiling questionnaires and overseeing translation and piloting of tools.
Research, innovation, and impact	Prepare manuscripts for publishing in peer-reviewed journals.
Research, innovation, and impact	Enhance SACEMA and SU reputation through stakeholder engagement and publishing impactful, high-quality research.
Research, innovation, and impact	Lead the energy research team with special reference to research that is aimed at publications.

Research, innovation, and impact	Support and supervise the data collection and/intervention teams, ensuring timely referrals of participants who need psychosocial support.
Research, innovation, and impact	Provide virtual and in-person technical assistance to service providers and researchers working to improve nurturing care and child nutrition within primary health and community-based settings.
Research, innovation, and impact	Publication of research in recognised, peer-reviewed journals and in chapters of books.
Research, innovation, and impact	Research planning and goal setting to identify research priorities.
Research, innovation, and impact	Research and compile reports on socio-economic impacts of power system finance proposals.
Research, innovation, and impact	Supervise postgraduate students.
Research, innovation, and impact	Support fieldwork arrangements and stakeholder engagement.
Research, innovation, and impact	Support research dissemination and communications.
Research, innovation, and impact	Teach, train, supervise and mentor at postgraduate level (Honours, Masters and Doctoral, where applicable).
Research, innovation, and impact	Undertake systematic reviews, realist reviews, and other preparatory research linked to ongoing and new intervention studies.
Research, innovation, and impact	External examiner and moderator of undergraduate and postgraduate examination papers, theses and dissertations.
Research, innovation, and impact	Actively contribute to the research outputs of the department.
Research, innovation, and impact	Responsible for research and innovation, including leading, mentoring and participating in the design, execution, supervision, publication and translation of research in priority areas.
Research, innovation, and impact	Conduct an active and productive research programme within the general focus of the department and publication of such research in relevant peer-reviewed journals.
Research, innovation, and impact	Conduct an active research programme aligned with the department's focus, and transferring technology through scientific papers in peer-reviewed journals and congress contributions.
Research, innovation, and impact	Deliver research outputs in the form of reports, papers, articles and monographs.
Research, innovation, and impact	Develop a research publication agenda and collaborations to publish in international peer-reviewed journals.
Research, innovation, and impact	Establish and manage a research centre in Financial Regulation Law (the "Centre").
Research, innovation, and impact	Generate funding in support of research activities, including bursaries, laboratory maintenance, and other expenses.
Research, innovation, and impact	Guide, mentor and supervise undergraduate and postgraduate students across the faculty's distributed training platform.
Research, innovation, and impact	Initiate, lead and conduct independent research resulting in peer-reviewed publications and securing research grants.
Research, innovation, and impact	Co-manage a research programme, in collaboration and extension of existing programmes within the department.
Research, innovation, and impact	Conduct and supervise research in priority areas.

Research, innovation, and impact	Supervise and guide research work of undergraduate and postgraduate students.
Research, innovation, and impact	Attract individual and collaborative research income, to the discipline, to support high quality research activities.
Research, innovation, and impact	Maintain a discipline-appropriate external research profile.
Research, innovation, and impact	Develop strategic research direction, provide visionary leadership, and guide departmental staff in their research endeavours.
Research, innovation, and impact	Maintain high-level scholarly activity and stay updated with developments in the field to perform the duties of the post.
Research, innovation, and impact	Promote interdisciplinary collaboration and integrating research areas within and outside the faculty.
Research, innovation, and impact	Provide high quality postgraduate supervision and attract research students to the Centre.
Research, innovation, and impact	Leading innovative research, innovation and influence, including national and international collaborations.
Research, innovation, and impact	Initiate and lead research linked to project and organisational activities, collaborating with national and international research groups.
Research, innovation, and impact	Proactively seek research opportunities aligned with the core business.
Research, innovation, and impact	Monitor and evaluate research programmes.
Research, innovation, and impact	Publish research findings in accredited peer-reviewed journals.
Research, innovation, and impact	Submit grant funding proposals to national and international stakeholders.
Risk, governance and monitoring	Oversee administration of the Simulated Patient Bank.
Risk, governance and monitoring	Oversee and facilitate training of Simulated Patients Inter-professional education initiative.
Risk, governance and monitoring	Facilitate and manage sound policies and practices for the functioning of the university.
Risk, governance and monitoring	Identify and manage the strategic and operational risks to which the university may be exposed.
Risk, governance and monitoring	Align SU policies and practices with the relevant national and international best practice.
Risk, governance and monitoring	Monitor government legislation and regulations, while advising senior university leaders of policy and legal developments impacting the university.
Risk, governance and monitoring	Monitor the effectiveness of implemented strategies to ensure effective execution.
Risk, governance and monitoring	Ensure institutional compliance with the relevant laws, regulations and standards.
Risk, governance and monitoring	Implement and monitor the university's institutional plan.
Risk, governance and monitoring	Manage memorandums of understanding with several external entities.
Risk, governance and monitoring	Ensure critical processes are sustained to comply with a range of statutory and contractual requirements.
Risk, governance and monitoring	Manage all legal matters of the university.

Risk, governance and monitoring	Ensure compliance with relevant SU policies and procedures, and external regulations.
Risk, governance and monitoring	Identify risks and apply occupational health and safety measures and national building standards.
Risk, governance and monitoring	Compile Standard Operating Procedures (SOPs) and/or protocols.
Risk, governance and monitoring	Ensure accuracy and fairness of processes in terms of relevant legislation, policies and procedures.
Risk, governance and monitoring	Ensure that ethical requirements are fulfilled.
Risk, governance and monitoring	Ensure adherence to national and international regulations.
Risk, governance and monitoring	Manage and evaluate legal risks and impact.
Risk, governance and monitoring	Monitor compliance with relevant policies and procedures.
Risk, governance and monitoring	Ensure adherence to ICT architecture governance, principles and standards.
Risk, governance and monitoring	Monitor compliance with relevant SU policies and procedures.
Risk, governance and monitoring	Embed risk management practices.
Risk, governance and monitoring	Implement specific governance/quality improvement initiatives.
Risk, governance and monitoring	Develop appropriate policies in collaboration with other institutional stakeholders.
Risk, governance and monitoring	Ensure compliance with grant funder rules and regulations.
Risk, governance and monitoring	Responsible for circulation standards, policies, and procedures to ensure consistent and high-quality service delivery at SU Library branches.
Risk, governance and monitoring	Review and continuously improve the effectiveness of all academic administrative processes.
Risk, governance and monitoring	Conduct problem-solving, root-cause analysis, implementing corrective actions, and monitoring their effectiveness.
Risk, governance and monitoring	Provide strategic financial guidance, oversee programme budgets and ensure adherence to financial policies and procedures.
Risk, governance and monitoring	Ensure RC/faculty services align with the appropriate governance, management, and operational requirements from the university's central ICT department.
Risk, governance and monitoring	Proactively identify and mitigate potential risks, develop crisis communication strategies to protect the university's reputation and brand and minimise operational disruptions.
Risk, governance and monitoring	Financial and cyber security risk management.
Risk, governance and monitoring	Facilitate the development of, and compliance with, health research ethics standards, policies, and procedures at SU, aligned with national and international ethics guidelines and regulations.
Risk, governance and monitoring	Provide a supportive environment that encourages staff engagement.
Risk, governance and monitoring	Facilitate awareness of relevant processes.

Risk, governance and monitoring	Ensure or advise on adherence to relevant policies, processes and regulatory standards.
Risk, governance and monitoring	Provide guidance for adherence to pre-approved multi-year workforce plans and EE targets.
Risk, governance and monitoring	Negotiate contracts with favourable terms and obtain approvals through SU's correct procurement processes.
Risk, governance and monitoring	Develop standard operating procedures and tools.
Risk, governance and monitoring	Develop and review university policies, processes, and systems to ensure legislative compliance and effective implementation.
Risk, governance and monitoring	Manage tender proposals (RFP) and the tender procurement process.
Sales consulting	Provide sales consultation to convert leads to sales.
Scheduling	Ensure work schedules are timeously coordinated and communicated.
Security operations	Inspect buildings for closure of all doors, windows and fences.
Security operations	Monitor access control of entrances.
Security operations	Monitor alarm systems and CCTV cameras.
Security operations	Patrol on foot, motorcycle and bicycle.
Security operations	Provide safety escorts for students, staff and visitors.
Security operations	Respond to emergencies and alarm system activations.
Security services	Support a secure environment.
Security services	Plan and manage crime prevention on SU campuses.
Security services	Manage and oversee the optimal utilisation of SU security technologies like alarms, CCTV systems, patrol monitoring systems and camera monitoring.
Security services	Proactively identify, investigate, and mitigate high-risk situations to ensure the safety and well-being of the university community.
Service delivery	Conduct quality control of goods and services.
Service delivery	Ensure service delivery to clients.
Service delivery	Responsible for client service through continuous liaising, communicating and marketing initiatives.
Service delivery	Establish a walk-in, one stop service point for prospective and current research master's and doctoral students.
Service delivery	Manage service delivery aligned to service level agreements.
Service delivery	Manage service providers, service contracts and service provider performance.
Service delivery	Manage the student admissions process.
Simultaneous interpreting and translation	Interpret and produce an accurate, complete, and coherent target message using standard language.
Software management	Ensure continuity and successful delivery of functional services to users throughout the university.
Software management	Implement and maintain the HRIS software for SU.
Stakeholder engagement	Strategically establish, maintain and promote sound relationships with staff, students and key national and international stakeholders.
Stakeholder engagement	Ensure the university participates in local, regional, and international initiatives.
Stakeholder engagement	Represent the university interests at local, regional, national and international level.

Stakeholder engagement	Promote collaboration between the university and society to share knowledge, skills and expertise.
Stakeholder engagement	Liaise with internal and external stakeholders.
Stakeholder engagement	Source investment opportunities for energy transition projects through outreach and proposals.
Stakeholder engagement	Co-design and implement capacity building activities, including research material for practitioners. Focusing on methods to address governance, geopolitics, disinformation and sustainable development.
Stakeholder engagement	Collaborate with local and international research partners to conduct research and deliver multi-country energy studies that will facilitate cross-learning and policy-influencing evidence.
Stakeholder engagement	Collaborate with colleagues from other departments to strengthen multi-disciplinary research and overall institutional outputs.
Stakeholder engagement	Develop joint research proposals with members of the energy research team and research partners in South Africa, and international research institutions.
Stakeholder engagement	Engage with research project partners to plan phases of new studies.
Stakeholder engagement	Engage key stakeholders, including adolescents and youth, in co-creating psychosocial and community-based interventions for adolescent mental health.
Stakeholder engagement	Identify and collaborate with partners and liaise with stakeholders.
Stakeholder engagement	Initiate and manage international stakeholder networks.
Stakeholder engagement	Lead stakeholder engagement and collaboration in Southern Africa's energy sector to advance a just energy transition, strengthen governance, alleviate energy poverty, and inform policy.
Stakeholder engagement	Oversee planning of the institute's conferences, seminars and workshops, including the development of topics/themes, agendas and identifying/soliciting appropriate speakers/facilitators.
Stakeholder engagement	Support regional and country-specific events and/or convenings to facilitate learning and partnership to nurture care and child nutrition initiatives.
Stakeholder engagement	Collaborate with other research teams and learning groups.
Stakeholder engagement	Collaborate with various departments within the faculty, building and strengthening relationships.
Stakeholder engagement	Liaise with relevant stakeholders in the health care establishments about clinical placement of students, clinical rosters, and other student matters and needs.
Stakeholder engagement	Contribute towards the development, implementation, and evaluation of isiXhosa teaching and learning interventions.
Stakeholder engagement	Provide guidance and consultation to external facilitators on best practices in educational facilitation, enhancing session quality.
Stakeholder engagement	Community interaction and engagement using Service-Learning Approaches (establish and maintain relationships with relevant stakeholders).
Stakeholder engagement	Develop effective, collaborative relationships and networking with internal clients and external stakeholders.

Stakeholder engagement	Collaborate with project teams and clients through communication, and liaison.
Stakeholder engagement	Build and maintain relationships with a wide range of national and international stakeholders.
Stakeholder engagement	Collaborate with operational and technical professionals to design solutions.
Stakeholder engagement	Collaborate with various stakeholders to ensure the highest level of technical service.
Strategic leadership	Provide strategic leadership and oversee the budgetary, governance and treasury processes of the university.
Strategic leadership	Provide strategic leadership and oversee SU property and physical facilities.
Strategic leadership	Provide strategic leadership in terms of SU systemic sustainability, including finances.
Strategic leadership	Provide dynamic and strategic leadership for SU's ongoing efforts to pursue innovative business and enhance revenues and sustainability.
Strategic leadership	Assist with strategic projects and oversee execution.
Strategic leadership	Coordinate environmental strategic plans.
Strategic leadership	Develop and facilitate an Equity vision for SU, including the implementation of policy.
Strategic leadership	Develop strategies and provide strategic leadership in the implementation.
Strategic leadership	Empower stakeholders and ensure the provision of high-quality employee relations services to staff
Strategic leadership	Engage with institutional stakeholders to achieve the faculty vision and contributing to the formulation and implementation of strategic plans.
Strategic leadership	Establish and develop partnerships with local and international universities, professional organisations and NGOs.
Strategic leadership	Establish and develop partnerships with national and provincial education departments and districts.
Strategic leadership	Establish and drive the implementation of the Employee Relations Business Plan aligning with the university's strategic vision to resolve employee relations issues.
Strategic leadership	Establish and maintain a clear financial strategy.
Strategic leadership	Identify and deliver sustainable process improvements across all areas of accountability.
Strategic leadership	Obtain course accreditation and SACE-endorsement for professional development courses.
Strategic leadership	Manage a comprehensive institutional equality and HIV strategy for SU that aims to realise an inclusive, value-driven campus.
Strategic leadership	Provide strategic vision, leadership, and management to staff and students.
Strategic leadership	Public engagement including talks and presentations at public events.
Strategic leadership	Manage the university to ensure that it is locally and globally competitive, financially sustainable, and environmentally and socially responsible.
Strategic leadership	Promote curricular and co-curricular developmental opportunities for students to ensure a transformative student experience to achieve SU graduate attributes.

Strategic leadership	Promote the professionalisation of teaching, the scholarly teaching role, and the reward for good teaching.
Strategic leadership	Provide visionary strategic direction and leadership in the various research related functions.
Strategic leadership	Support the Rector and Vice-Chancellor to execute the university's strategic vision and to achieve institutional goals and objectives. Advance internationalisation initiatives.
Strategic leadership	Develop and execute the university internationalisation plan and international strategy.
Strategic leadership	Identify new international business growth and strategic initiatives that will benefit the university and drive future international growth through new opportunities and activities.
Strategic leadership	Provide strategic leadership to increase social impact, aligning with the university institutional intent and strategy.
Strategic leadership	Lead the development and implementation of the university Human Resources Strategy and plan.
Strategic planning	Develop strategies to enhance teaching and learning in faculties.
Strategic planning	Develop relevant strategies to support digital transformation goals.
Strategic planning	Develop strategies to identify and investigate potential new prospects.
Strategic workforce planning	Review support staff job evaluations and promotions to analyse contribution to diversity.
Strategic workforce planning	Support alignment of appointments and promotions with the Code for Employment Equity and Diversity.
Strategic workforce planning	Support development and implementation of talent management strategies.
Strategic workforce planning	Support identification and appointment of employees from designated groups.
Strategic workforce planning	Align multi-year workforce plans with the allocated budget.
Strategic workforce planning	Co-develop a multi-year workforce plan to improve staff retention, succession planning and staff mobility.
Strategic workforce planning	Develop and maintain a comprehensive understanding of environment plans.
Strategic workforce planning	Ensure all staffing activities are aligned with multi-year workforce plans.
Student placements	Develop and manage a model for student placement and the cost implications.
Supporting and monitoring educational progress	Support the division with teaching, training, and assessment of undergraduate and postgraduate medical students.
Supporting and monitoring educational progress	Evaluate student performance.
Supporting and monitoring educational progress	Evaluate and revise the educational curriculum.
Supporting and monitoring educational progress	Oversee pre-hospital clinicians' clinical practice related to research activities.
Supporting and monitoring educational progress	Provide clinical mentorship for pre-hospital clinicians.

Supporting and monitoring educational progress	Support the implementation of isiXhosa teaching and learning processes and initiatives.
System support	Collect, analyse and write specifications (functional and non-functional) and business cases.
System support	Create new information platforms.
System support	Maintain system processes.
System support	Manage Workflow Transactions, Schedmast User, and relevant processes.
System support	Perform complex system integrations and advanced network configurations.
System support	Provide system administration support for development, testing and production systems.
System support	Provide technical services to ensure optimisation of IT.
System support	Update existing information platforms.
Teaching and facilitating learning	Train third year medical (MBChB) students at Primary Health Care training sites.
Teaching and facilitating learning	Educate students on-relevant Health, Education and Disability policies relevant to the discipline.
Teaching and facilitating learning	Educate students to be proficient in technical skills (interpersonal skills, managing referrals, review of patient information, patient bookings, discharging patients, clinical writing, edit reports).
Teaching and facilitating learning	Educate students to be proficient in evidence-based and current assessment and therapeutic techniques.
Teaching and facilitating learning	Facilitate Interdisciplinary Practice and Education clinics.
Teaching and facilitating learning	Teaching, learning, and assessing clinical skills for students in the faculty.
Teaching and facilitating learning	Offer contemporary theoretical and clinical content for students in the undergraduate nursing programme and beyond.
Teaching and facilitating learning	Teaching and advising pre-hospital clinicians on study-related procedures.
Teaching and facilitating learning	Facilitate isiXhosa clinical communication teaching and learning interventions to SU FMHS students.
Teaching and facilitating learning	Coordinate interprofessional education in the Simulation and Clinical Skills Unit (SCSU).
Teaching and learning	Assist with teaching, supervision support and student engagement.
Teaching and learning	Co-ordinate and conduct training of data collection and intervention teams, piloting intervention and/or research processes.
Teaching and learning	Facilitate learning and training including teaching, mentoring and guiding of postgraduate students, in theoretical and practical aspects of Disease Modelling and Drug Discovery.
Teaching and learning	Plan, organise and facilitate learning opportunities.
Teaching and learning	Provide trauma support training to data collectors and affiliated practitioners to provide appropriate psychosocial first aid to trauma survivors.
Teaching and learning	Support teaching on the PGDip and Diploma modules in Sustainable Development.
Teaching and learning	Provide leadership to faculty policy and practice in teaching.
Teaching and learning	Contribute to knowledge transfer activities.
Teaching and learning	Develop and evaluate course material.

Teaching and learning	Develop innovative approaches to learning, teaching, and assessments.
Teaching and learning	Responsible for teaching and learning, including guidance and supervision of undergraduate and postgraduate students.
Teaching and learning	Responsible for teaching and learning, including leading and guiding curriculum development and assessments.
Teaching and learning	Contribute to the review and enhancement of modules and programmes ensuring quality assurance.
Teaching and learning	Teach undergraduate and postgraduate modules.
Teaching and learning	Mentor and encourage scholarly and educational leadership activities, including scholarship of Teaching and Learning.
Terminology development	Capture and collate terminology on various platforms.
Terminology development	Develop terminology for academic purposes.
Training	Identify applicable workshops and courses to meet the institutional training needs.
Training	Manage the successful delivery of workshops and courses.
Training	Conduct institutional training needs analyses.
Training	Establish user confidence.
Training	Develop, coordinate, promote and implement training programmes.
Training	Facilitate student training and coaching.
Training	Facilitate research workshops, seminars and conferences.
Training	Identify, develop and arrange alternative interventions to address research development needs.
Transformation	Staff Diversity
Transformation	Student Diversity
Transformation	Transformation Competencies
Transformation	Academic Transformation
Transformation	Universal Access
Transformation	Broad-Based Black Economic Empowerment (B-BBEE)
Transport services	Maintain a daily transport log.
Transport services	Transport staff and students.
Values	Excellence
Values	Compassion
Values	Accountability
Values	Respect
Values	Equity
Vehicle maintenance	Ensure vehicles are safely parked and locked.
Vehicle maintenance	Ensure vehicles are in optimal working order.
Visual design	Create relevant visual and multimedia content.
Visual design	Visually design curriculum material.
Water systems	Clear blocked drainage and wastewater systems.
Water systems	Install water reticulation systems.
Water systems	Maintain functionality of water reticulation systems.
Website management	Provide a web-based communication platform.
Wellbeing services	Ensure wellbeing services are accessible to all employees.