



External Vacancy

DIVISION: Academic and Research

FACULTY: Engineering & Technology

POST: Executive Dean

(5 year performance-based contract)

POST N^o: 0201 PEROMNES LEVEL (04)

JOB DESCRIPTION:

The Executive Dean is responsible for the strategic leadership and management of a Faculty that consist of various academic departments with all its areas of activities in accordance with the operational policies and frameworks of the Vaal University of Technology (VUT) and with due consideration of the VUT vision and mission.

The incumbent will be required to: {KPA'S}

- Plan and implement action plans in terms of the Faculty vision and strategy.
- Facilitate effective liaison between Heads of Department and Deputy Vice Chancellor (Academic and Research) as well as between HoDs and central service divisions in the VUT
- Coordinate and manage activities of the Faculty through amongst other activities, scheduling of activities, establishing policies and procedures
- Carry out delegated responsibilities from Deputy Vice Chancellor (Academic and Research) and members of the Senior Management and sanctioned VUT bodies
- Plan and provide inputs related to continuous quality management
- Academic quality control at Sites of Delivery by facilitating decisions regarding amongst other the introduction and offering of instructional programs and appointment of staff
- Establish collaborations nationally and internationally
- Manage staff and related matters in the Faculty
- Compile and submit Faculty budgets
- Deal with student matters at Faculty level
- Manage academic activities according to educational accountable principles
- Establish and develop a research culture in the Faculty
- Provide leadership for community engagement activities

Application Criteria:

Qualification/Experience:

- A relevant PhD in an Engineering discipline
- Professional registration with relevant South African statutory body
- Ten years of significant and successful administrative experience in an academic environment either as a Deputy Dean or Executive Dean
- Significant experience in higher education at the level of Associate Professor or Professor
- Extensive experience of academic and financial management planning
- Strong record of publications in the discipline area in DHET Accredited Journals

Skills:

- Strategic leadership skills, communication skills (written and oral), Networking skills, strong business analytical skills and budgetary knowledge, computer literate, flexibility / adaptability skills, organisational understanding skills, project management skills, resilience, results orientation skills, technical expertise skills, teamwork, stress management

Closing date for applications: 02 November 2018

Submit CV by hand to Carmen Titus at B103 or e-mailed to recruitment@vut.ac.za.

Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore people from designated groups are encouraged to apply. If you are not contacted within three weeks after the closing date, please accept that your application was unsuccessful.