



## External Vacancy

DIVISION: Governance & Operations

DEPARTMENT: Operations & Logistics

POST: Executive Director (**5-year performance-based contract**)

POST N<sup>o</sup>: 3012 PERMONES Level (04)

### JOB DESCRIPTION:

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

- Strategically direct and lead the functions relating to infrastructural planning and development, facilities management and technical support service
- Ensure sound stakeholder relations through the implementation of creative initiatives with a view of developing and maintaining a solid image of the division and VUT at large
- Manage the assets and financial resources of the division according to applicable rules and policies
- Ensure compliance with VUT financial procedure and processes
- Compile and manage budget within the approved parameters
- Plan, direct and coordinate the division's activities and ensure cost effective management and administration of all relevant processes
- Develop and implement an infrastructure footprint for VUT
- Manage capital and other projects for VUT
- Keep the Rectorate informed on issues having a direct impact on the environmental well-being of staff
- Ensure compliance to Safety, Health and Environmental (SHE) legislation and trends
- Effectively manage and develop staff within the division in accordance with VUT policies and practices
- Implement and maintain a performance driven, customer and results orientated division in accordance with VUT policies, processes and procedures

### Application Criteria:

#### Qualification/Experience:

- A B Tech/Honours level qualification in Engineering AND a postgraduate qualification in Management/Business Administration.
- A minimum of 5 years proven experience in strategic and operational management
- Professional engineering registration in South Africa
- Experience in the development, coordination and management of budgets in accordance with financial processes and procedures
- Experience in the management of capital and other projects in accordance with project management principles
- Have in-depth knowledge and experience of infrastructure development and building construction

#### Skills:

- Sound knowledge of facilities and assets management; Ability to manage human and financial resources; Understanding of and experience in related legislation, 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, conflict management.

Closing date for applications: 8 March 2019

Submit CV by hand to Carmen Titus at B103 or e-mailed to [recruitment@vut.ac.za](mailto: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.**

**NB: Applicants who applied before need not re-apply. Their initial applications will be considered.**