

## External/Internal Vacancy

The Vaal University of Technology, with its seat in Vanderbijlpark, offers exciting opportunities to shape the training of employable and entrepreneurial graduates, who can make an impact in society. The University wishes to invite applications for the following **five-year contract** position.

DIVISION: Registrar	DEPARTMENT: Advancement
POST: <b>Executive Director (5-years performance-based contract)</b>	POST No: PEROMNES GRADE: 04

The Executive Director: Advancement is responsible for providing strategic direction and leadership in the implementation of an integrated, comprehensive university advancement strategy that will support the Vaal University of Technology's endeavours for fundraising, advancement services, donor stewardship, community engagement, marketing and communication and alumni affairs. The incumbent reports to the Registrar and will furthermore be responsible for the development and execution of the key performance areas listed below.

### Key Performance Areas include but not limited to:

- Strategy Development and Execution for the following portfolios:
  - Advancement;
  - Fundraising;
  - Donor Stewardship;
  - Community Engagement;
  - Marketing and Communication;
  - Alumni Affairs;
  - VUT Radio.
- Policy and Procedure Development and Implementation;
- Health and Safety and Employee Wellbeing;
- Human Resource Management;
- Resource Management: Budget and Finance;
- Quality Assurance and Risk Management;
- Monitoring, Evaluation and Reporting.

### **APPLICATION CRITERIA:**

#### Qualification/Experience:

- A relevant Master's Degree (particularly in media and communication studies and/or advancement studies and/or development studies).
- Willingness to work outside normal working hours.
- At least 5 years working in an established advancement/development area.
- Excellent knowledge, understanding and networking with philanthropic foundations, corporate social investment and the university environment.
- Extensive knowledge of research and teaching in higher education.
- Demonstrated ability to network and work with a wide range of different constituencies internally and externally.

#### Competencies:

- Relevant professional knowledge and skill;
- Excellent analytical thinking/problem-solving;
- Ability to build interpersonal relationships and partnerships;
- Excellent client/student service and support;
- Excellent communication skills (oral and written);
- Excellent university awareness;
- Excellent people and resources management, including performance management;
- Outstanding and established strategic leadership;
- Excellent decision-making and judgement;
- Outstanding conceptual thinking;
- Acknowledged impact and influence.

# #changingevut

Closing date for applications: 18 June 2021

VUT offers a competitive total cost remuneration package, inclusive of a range of benefits such as medical aid and pension fund.

Typed applications should be forwarded, for the attention of Carmen Titus, to [recruitment@vut.ac.za](mailto:recruitment@vut.ac.za). Telephonic enquiries regarding conditions of service: (011 950 9392)

**Please Note: The application must be accompanied by a comprehensive CV, identity document, certified copies of all educational qualifications (not older than 3 months) and contact details of three referees. 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.**

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.

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.

