

## External Vacancy

DIVISION: Vice-Chancellor	DEPARTMENT: Human Resources
POST TITLE: Executive Director (5 years performance-based contract)	POST No: 3200 PEROMNES GRADE: 4

### JOB DESCRIPTION:

The Executive Director: Human Resources is a member of the Executive Management Committee, responsible for the strategic alignment of the Human Resources function within the University's vision and mission. He / she will ensure optimum and seamless delivery of the human resources services within the University and will oversee the formulation, review and implementation of the human resources strategy, policies, procedures and practices. He / she will also be responsible for establishing and maintaining a culture of performance across all levels at the university. The successful candidate is further expected to represent the university in relevant higher education and stakeholder forums as well as driving the University employment equity plan and supporting the execution of the transformation strategy. Key responsibilities of the office includes oversight of the following functions:

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

- Strategy Development and Execution and Management of Transformation
  - Strategy development and execution
  - Embed and Institutional and Performance Culture
  - Management of Transformation
- HR Consulting and Coaching
- Policy procedure development and implementation
- HR Operations Management
  - Employee attraction and retention
  - Remuneration and HR Administration
  - Performance Management, Learning and Development
  - Employment Relations
- Health and Safety and Employee Wellbeing
- Human Resource Management
- Resource Management: Budget and Finance
- Quality Assurance and Risk Management
  - Audit and Assurance
  - Risk Management
- Monitoring, Evaluation and Reporting

### APPLICATION CRITERIA:

#### Qualification and Experience:

- A Masters' degree in HR, Industrial or Organisational Psychology.
- Accreditation with a professional body.
- At least 8 years' experience in Human Resources - a significant part of which will have been at Senior or Executive level, preferably in Higher Education

#### Experience of:

- Superior interpersonal skills and must be able to operate at all levels of the organisation
- Strategic leadership and people management skills
- A good understanding and experience in change management implementation
- Familiarity with the higher education legislative environment
- Has a successful record of leadership and team work
- Has the ability to mobilize and inspire others toward shared goals
- Understand the overall operations and affairs of a university environment
- Thinks strategically and operationalise this into plans and projects
- Plan and manages budgets,
- Working knowledge of BCEA, LRA, SDA, EEA, OHS

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- Familiarity with MS Office software

## **Skills and Competencies:**

- Analytical Thinking/Problem solving
- Building Interpersonal Relationships
- Client/Student service and support
- Communication
- University awareness
- Professional knowledge and skill
- Negotiation skills
- Building partnerships
- Facilitating change
- People Management
- Resource Management
- Strategic Leadership
- Decision-making judgement
- Conceptual thinking
- Impact and influence
- Emotional Intelligence

Closing date for applications: 26 September 2021.

e-mail CV's to Ms Angie Moeti - [angie@vut.ac.za](mailto:angie@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 six weeks after the closing date, please accept that your application was unsuccessful.**

