



**Internal /External Vacancy**

FACULTY: STUDENT SUPPORT SERVICES	DEPARTMENT: STUDENT LIFE AND GOVERNANCE
POST: DIRECTOR (5 years performance-based contract)	POST NO: 3048 PEROMNES GRADE: 6

**JOB DESCRIPTION:** The incumbent will be required to assume the role of Director

**Key Performance Areas include but are not limited to:**

- Strategic management: Directs the development of Student Life and Governance operational plans to give effect to the university and the Student Services strategic plan
- Financial management: manages the annual departmental budget in order to meet the strategic goals of the department
- People Management: Manages staff performance through the university performance management system by ensuring annual reviews for all staff
- Student Governance Support: Directs the development and monitoring of rules, procedures, rights and responsibilities governing non-academic relationships between the university and students enrolled at the university
- Internal and External Liaison: Ensures linkages with higher education professional bodies and other national universities as well as international universities.
- Student Leadership Support: Ensures that student leaders are inducted, and leadership development programmes take place
- Risk Management: Develops risk control measures

**APPLICATION CRITERIA:**

**Qualification and Experience:**

- An Honour's Degree in Management/Public Administration/Education/Social Sciences is the minimum qualification. A Master's Degree will be an added advantage.
- Minimum of 5 years relevant experience in Student Services and a two-year management experience in Student Life and Governance in Higher Education

**Skills and Competencies:**

- Extensive knowledge of Student governance, student leadership, student development and the South African Higher Education environment.
- Excellent organisational skills
- High interpersonal and leadership skills
- Excellent written and verbal communication skills
- Ability to work under pressure and outside normal working hours
- Analytical, problem solving and negotiation skills

Closing data for application: **16 March 2023**

Submit CV via email to [recruitment1@vut.ac.za](mailto:recruitment1@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**



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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.

