



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

External / Internal Vacancy

DIVISION: Vice Chancellor	DEPARTMENT: Advancement
POST: Executive Director (5-year performance-based contract)	POST No: 5093 PEROMNES GRADE: 4

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;
 - Student Recruitment;
 - 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.

Added Advantages:

- Excellent knowledge, understanding and networking with philanthropic foundations, corporate social investment and the university environment.
- 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.





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Closing date for applications: 17 August 2023

Submit your applications to Ms Angie Moeti at: recruitment3@vut.ac.za.

Please Note: The application must be accompanied by the following documents:

- An application form obtainable from the VUT website
- A full Curriculum Vitae
- Certified 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 eight weeks after the closing date, please accept that your application was unsuccessful.
- VUT reserves the right not to make an appointment
- By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

