DIVISION: Staff Development	DEPARTMENT: Centre for Academic Development

POST: Manager-African Languages	POST Nº: 8107 PEROMNES GRADE: 07

JOB DESCRIPTION: The Centre for Academic Development at the University is committed to excellence in undergraduate and postgraduate teaching and academic supervision, innovative research, and social impact through research-based professional and community service relating to (formal and applied) linguistics and literature study of African languages. The purpose of the position is to lead language strategy and localization efforts across African languages using extensive localization experience, project management skills, and a linguistic skill set to directly lead and manage African Languages at VUT.

Key performance areas include but are not limited to:

- Implement across the institution languages used for tuition in line with the institution Language Policy, this includes the development and implementation of tutoring and learning materials across disciplines
- Implement and co-ordinate multilingual assessment in line with the institution Language Policy this includes, among others, compiling examination and test question papers, memorandums, instructions for assignments and students' answer sheets, as well as for conducting oral assessment and presentations
- Oversee the day to day running of African Language Development Unit with language proficiency testing of staff and students; this includes: all-skill multimedia laboratory for staff to improve language use, vocabulary building, reading speed and reading and comprehension skills; and all-skill multilingual language resource area to be used for improving reading, listening and speaking skills in other languages, especially languages that are widely spoken on campus
- Manage all services of the Unit which will primarily focus on the following (in line with the Language Policy):

  - ✓ Editing and proofreading of proposals, dissertations, theses, publications; presentations, examination papers, tests, and study material
  - ✓ Editing, translating and proofreading aimed at Institutional image building and branding, e.g. before distribution or publication of Council, Senate and Executive Management minutes and annual reports

- Offering of language short courses to all stakeholders
- Developing multilingual study material
- Offering of Second Language (as per the VUT Language Policy) induction and awareness programmes to newly appointed and current staff
- Nurturing linguistic diversity as Institutional culture through actively managing cultural and language activities via debates, public speaking and the performing arts

APPLICATION CRITERIA:

Qualification/Experience:

- PhD in Translation Studies/Linguistics/African Languages/Language Practice or in good Progress with the PhD in one of the mentioned fields
- 5 years' experience in translation, terminology development and language policy planning and implementation in Higher Education environment
- At least 2 years of the period served must be recognizable experience at supervisory level
- Demonstrated experience of teaching and research in formal and applied linguistics in other official African languages of South Africa, in addition to Sesotho

Skills:

- Understanding of the South African Language Policy legislative prescripts and frameworks
- Understand the role of the African Language in Higher Education
- Ability to produce quality translation work
- Excellent oral and written communication skills

- Detail-orientated with strong interpersonal, organizational, and management skills
- Self-driven; able to set own deadlines and prioritize multiple tasks
- Ability to work independently and as a member of a team
- Maintain confidential materials and student information
- Ability to establish positive and respectful working relationships with students and staff
- Highly development critical thinking skills
- Project Management Skills
- Research methodologies and techniques
- Processes and standards for planning and implementing in African Language design and development

CLOSING DATE FOR APPLICATIONS: 17 August 2023

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za
   https://www.vut.ac.za/wp-content/uploads/2023/03/VUT-Application-for-Employment-form-Final-002.pdf

2. A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)

3. Certified copies of all academic records and certificates/degrees

4. Certified copy of ID

5. Current contact information of referees

6. Please email applications to recruitment4@vut.ac.za and quote the post reference and post description in the subject line.

7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.

8. Only applications made on our application for employment form would be considered.

9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:
HR Practitioner: Ms Paulina Mafaesa, Tel 016 950 9483 / email address: paulinam@vut.ac.za
HR Business Partner: Mr Judas Mabilu, Tel 016 950 9136 / email address: judasm@vut.ac.za

Please Note: 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 submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.

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.