



	DEPARTMENT: Centre for Academic Development
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POST: Manager-Staff Evaluation	POST N ^o : 3211 PEROMNES GRADE: 06
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JOB DESCRIPTION:

Key performance areas include but are not limited to:

- Manage the Academic staff evaluation programme
- Design the evaluation tool
- Data analysis and interpretation
- Design and implementation of Staff development to interventions
- Research in Teaching and Learning
- Perform evidence-based monitoring and evaluation of activities within the Department as assigned by line manager
- Participate in CAD projects
- Attending various departmental and faculty meetings
- Develop and review relevant policies and procedures

APPLICATION CRITERIA:

Qualification/Experience:

- PhD in Education
- Knowledge of research in the Scholarship of Teaching and Learning
- Knowledge of the evaluation process
- At least 5 years of experience at university teaching

Skills:

- Excellent oral and written communication skills
- Detail-orientated with strong interpersonal, organizational, and management skills
- Familiarity with evaluation of teaching tools
- 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 Academic development interventions
- Ability to work under pressure, deadline driven and multi-tasking
- Fully computer literate
- Excellent communication skills
- Planning and organising skills
- Team player
- Client orientation and customer focus

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.

