



DIVISION: VICE-CHANCELLOR

DEPARTMENT: HUMAN RESOURCES

POST: Organisational Development &
Performance Management Specialist

POST N^o: 3202
PEROMNES LEVEL: 6

JOB DESCRIPTION:

Key performance areas include but are not limited to:

- Strategy development and execution: Actively support the Executive Director HR in the achievement of the University's people management strategic objectives
- OD and Performance Management Consulting and Coaching: Build and maintain constructive relationships with Executive Deans, Executive Directors, Directors, HoD's and Managers
- Performance management implementation: Assist line management to develop operational action plans which support the University strategic objectives
- Organisational Development and Change Management: Proactively identify and implement change management interventions to support structural/ /system/process changes
- Personal/professional development: Keep abreast of developments within the HR discipline and its implications for VUT
- Project management: Assist the Executive Director: HR with the development and implementation of projects

Application Criteria:

Qualification and Experience:

- Post graduate qualification in HRM or Industrial Psychology.
- Minimum of 5 years' experience in Organisational Development and Performance Management environment
- Knowledge of higher education would be an added advantage.
- Registrations with a professional organisation would be an added advantage

• **Skills and Competencies:**

Planning and organising, relationship building, negotiating, presentation, good verbal and written communication, people management including performance management, emotional intelligence, facilitating change, building partnerships, analytical thinking/ problem solving, client/student service and support, university awareness

NB: Previous candidates who applied should re-apply; their applications will not be automatically considered.

Closing date for applications: 22 September 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 recruitment3@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 Angie Moeti, Tel 016 950 9452 / email address: angie@vut.ac.za

HR Practitioner: Ms Glenda Dibakwana, Tel 016 950 6767 / email address: glendad@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.

