



**DIVISION: REGISTRAR**

**DEPARTMENT: SHARED SERVICES**

**POST: SENIOR DEPUTY REGISTRAR**

**POST N°: 5277**

**PEROMNES GRADE: 05**

**JOB DESCRIPTION:**

Key performance areas include but are not limited to:

- Develop policies and strategic plans for the section.
- Review and Implement policies in respect of student academic administration;
- Responsible for planning, organisation, leading (staff) and controlling of dedicated academic and administrative functions in accordance with the institution's Act, statutes as well as the Higher Education Act 101 of 1997 (as amended).
- Manage human capital, financial and all other related resources within the department, as well as serving on designated committees of the University.
- Identify and monitor trends with implications for academic administration and provide early warning and information for risk assessment for the Registrar and the University Executive Management Committee.
- Compile regular reports to the Registrar and University Executive Management on academic administration matters.
- Manage and ensure the provision of effective academic administration and systems development and support services to the university in line with VUT needs.
- Manage the performance and development of staff.

**APPLICATION CRITERIA:**

Qualification/Experience:

- A minimum of a Master's degree or equivalent qualification.
- At least Eight (8) years' relevant experience in Higher Education Administration, five (5) of which should have been in a leadership role, preferably in Academic Administration.
- Knowledge of Higher Education legislation and regulatory requirements with implications for academic administration.
- Appropriate experience in managing staff and working in a customer service environment.
- Demonstrable ability to prioritise and coordinate the work of teams, to learn and adhere to procedure and have a commitment to high quality service delivery.

Skills:

- Teamwork
- Communication/Negotiation
- Time Management
- Complex Problem-Solving skills
- Critical thinking
- Judgement and decision making

- Quality control
- Advanced Microsoft Excel and Word skills
- Knowledge of relevant legislation and Higher Education environment
- Advanced Integrated Tertiary Software (ITS) system knowledge and application
- Report writing

**CLOSING DATE FOR APPLICATIONS: 28 DECEMBER 2023**

Applications should include:

1. A fully completed prescribed application form which can be obtained from [www.vut.ac.za](http://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 [recruitment1@vut.ac.za](mailto:recruitment1@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 Intern: Mr Thokozani Tefu, Tel 016 950 9105 / email address: [thokozanit1@vut.ac.za](mailto:thokozanit1@vut.ac.za)

HR Business Partner: Ms Ntediseng Motaung, Tel 016 950 9160 / email address: [ntediseng@vut.ac.za](mailto:ntediseng@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.**

