



DIVISION: ADVANCEMENT	DEPARTMENT: VICE-CHANCELLOR
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POST: EXECUTIVE DIRECTOR (5-year performance based fixed term contract)	POST N°:5093 PEROMNES GRADE:04
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VUT AT A GLANCE:

The Vaal University of Technology (VUT) was first established as a college for advanced technical education in 1966 and then transitioned into a Technikon in 1979. With the restructuring of the higher education landscape, the institution became a University of Technology in 2004 and has seen significant growth in its activities and reach since that time.

The University now operates from its main campus in Vanderbijlpark and the Science Park at the Sebokeng Campus where there is ample vacant land for future expansion.

Within the higher education context, VUT's mandate is to:

- promote teaching and learning which, through the use of technologically advanced education, prepares graduates for either employment or entrepreneurship.
- promote innovation and the commercialisation of new knowledge by undertaking basic and applied research and the promotion of technology and technology transfer, and
- be an engaged institution through an engaged scholarship with industry and its local community.

With a total of nine (9) centres of excellence and 14 NRF-rated professors, VUT prides itself on its association with academics and NRF-rated researchers who not only produce world-class research that solves real-life problems but also empower aspiring researchers to engage the most experienced minds in several research fields as supervisors and aides.

On the international front, VUT has adopted a vision of comprehensive Internationalisation, specifically focusing on academic excellence, research, and innovation. The University continuously produces graduates whose qualifications are internationally recognised, and locally relevant. Community Engagement at VUT is guided by the principle of engaged scholarship and thus entails research that is informed and aims to solve community problems.

To achieve its concerted mission *“The Vaal University of Technology’s mission is to develop techno-entrepreneurial graduates and innovators who will drive a vibrant transformation of a flourishing and sustainable society, industry and commerce.”*; VUT has recently approved its Strategy 2033+ to refocus and comply with its mandate as a University of Technology.

BACKGROUND:

The Vice Chancellor & Principal, Prof Khehla Ndlovu is seeking like-minded professionals keen to contribute to the strategic direction and turnaround of the Vaal University of Technology. Therefore, professionals are sought to lead in the role of Executive Director Advancement.

The potential incumbent will provide strategic leadership to the University, promoting a culture of excellence in all activities and areas related to Advancement.

As members of the executive of the University, all members actively support the Vice-Chancellor (VC) and Principal in the strategic leadership and management of the University and in supervising academic and administrative functions through line reports. Although each Executive is appointed in the first instance to oversee particular functions, these may change over the course of time at the VC’s discretion.

JOB DESCRIPTION:

Key performance areas include but not limited to:

Strategy Development and Execution for the following portfolios:

- Advancement;
- Student Recruitment;
- 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 and Experience:

- A relevant Master's Degree (particularly in media and communication studies and/or advancement studies and/or development studies).
- At least 5 years working in an established advancement/development area.

Added Advantage

- 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.

Skills and Competencies:

Relevant professional knowledge and skills, 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 judgment; outstanding conceptual thinking; acknowledged impact and influence.

CLOSING DATE FOR APPLICATIONS: 15 March 2024

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za
2. A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all qualifications
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to recruitment5@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:

HRBP: Ms Suzette Nortje, Tel 016 950 9695 / email address: gerbrechtn@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.

NB: Previous applicants must re-apply.

POPIA Compliance

The Applicant acknowledges and agrees that the Vaal University of Technology will collect, process, and store the Applicants' personal information in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA), for the purposes of the recruitment and selection process.

The Vaal University of Technology agrees to take reasonable steps to protect the Applicants' personal information from unauthorized access, use, or disclosure. The Applicant also has the right to access, correct, or delete their personal information at any time.

Litigation Waiver

The Applicant agrees to waive all claims against the Vaal University of Technology arising from the Vaal University of Technology collection, processing, storage, or sharing of the Employee's personal information in accordance with this clause.

