



DIVISION: OFFICE OF THE VICE-  
CHANCELLOR

DEPARTMENT: VICE-CHANCELLOR

POST: MANAGER IN THE OFFICE OF THE  
VICE-CHANCELLOR

POST N<sup>o</sup>:3008  
PEROMNES GRADE: 6

**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 Manager in the Office of the Vice-Chancellor.

**JOB DESCRIPTION:**

Key performance areas include but are not limited to:

- Functional and Office Management support for the Vice-Chancellor
- Financial Administration
- Managing staff in the Office of the Vice-Chancellor
- Policy Administration and delegation for the VC's office
- Stakeholder engagement, Liaison, and Communication

## APPLICATION CRITERIA:

### Qualification and Experience:

- A relevant NQF 8 qualification, e.g. Advanced Diploma in Office Management, Business Management, Honours degree

### Desired experience:

- 6 years' experience in high-level administrative and project management.
- Previous experience working with the staff at executive and senior levels within the organisation, and high-profile external people.
- 5 years of management/supervision experience.
- Sound knowledge and experience of corporate governance as well as legal, regulatory, and policy environments.
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**Skills and Competencies:** Administrative skills, people skills, management skills, strong service ethic, ability to work independently, emotional intelligence, strong written and verbal communication skills, strong analytical and conceptualization skills, project management skills, decision making, and ability to work autonomously.

**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](http://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](mailto: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:

Acting HRBP Ms Angie Moeti, Tel 016 950 9452 / email address: [angie@vut.ac.za](mailto:angie@vut.ac.za)

HR Practitioner: Ms Glenda Dibakwana, Tel 016 950 6767 / email address: [glendad@vut.ac.za](mailto: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.**

**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.

