



**EXTERNAL VACANCY**

<b>DIVISION:</b> Office of the Vice Chancellor	<b>DEPARTMENT:</b> Resources and Operations
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<b>POST:</b> DVC-Resources and Operations (Five year performance based)	<b>POST N°:</b> 3200 <b>PEROMNES LEVEL:</b> 02
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**JOB DESCRIPTION:**

**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 (VC&P), Prof Khehla Ndlovu is seeking like-minded professionals keen to contribute to the strategic direction and turnaround of the VUT. Therefore, professionals are sought to lead in the role of DVC: Resources and Operations.

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

As a member of the executive of the University, the incumbent actively supports the VC&P in the strategic leadership and management of the University and in supervising 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&P's discretion.

## JOB DESCRIPTION:

The strategic role of the DVC: Resources and Operations lend itself to the realisation of the VUT Strategic goals through ensuring efficiency, effectiveness and sustainability. This requires an experienced leader who is responsible for strategic planning and management of Operations and Logistics, Human Resources, Information Technology Services, Finance, and Student Support Services. The DVC: Resources and Operations will provide strategic and transformational leadership to the University, promoting a culture of excellence in all activities in the portfolio.

### Key performance areas include but are not limited to:

- Strategic leadership
- Contributing to the implementation and compliance of institutional strategy
- Strategic leadership and management to the following services:
  - Operations and Logistics
  - Information Technology Services
  - Human Resources
  - Finance
  - Student Support Services

## Application Criteria:

### Qualification and Experience:

- Relevant Master's Qualification (preferably an MBA)
- Ten (10) years' experience in a relevant senior position in the field of Operations & Logistics, Human Resources, Information Technology Services, Finance or Student Support Services
- An established track record in one of the fields listed under key Performance areas.

### Desired Experience:

- Excellent profile of personal and professional achievement
- Knowledge of and experience in the SA Higher Education Sector will be an added advantage.
- Knowledge and experience in planning and management at Senior or Executive level within the Higher Education Sector/Environment and/or in the private and public sector
- Relevant leadership and management experience at Senior or Executive Level within the Higher Education Sector/Environment and/or in the Private and public sector
- Ability to lead, motivate and innovate systems and processes that can be orientated towards outputs and outcomes.
- Self-driven and innovative but should be able to participate in teams and collaborate with senior staff members and members of the community, stakeholders, and partners.
- Ability to function effectively in a multicultural working environment of the University address its transformation, Africanisation and De-colonisation agenda.

### Skills:

- Strategic Leadership, Transformational Leadership, Communication (Written and Verbal), Networking, Strong Business Analytical Skills, Budgetary Knowledge, Computer Literacy, Flexibility/Adaptability, Organizational Understanding, Project Management, Resilience, Results Orientation, Technical Expertise, and Teamwork

Closing date for applications: 17 May 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 certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to [recruitment4@vut.ac.za](mailto: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

**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 have the responsibility to ensure that their qualifications are evaluated by SAQA and should also submit proof thereof. 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.

