VAAL UNIVERSITY OF TECHNOLOGY
Inspiring thought. Shaping talent.

FACULTY: Applied and Computer Sciences	DEPARTMENT: Natural Sciences

POST: Senior Lecturer-Chemistry: Organic	POST Nº: 7506 PEROMNES GRADE: 07

JOB DESCRIPTION:

The main purpose of this position is teaching and learning, research and community engagement and to provide support to the department/faculty in pursuit of its academic objectives. Responsibilities may also include curriculum development, student academic development, quality assurance and academic management and administration in order to contribute to the academic initiatives undertaken by the department/faculty.

Key performance areas include but are not limited to:

- Compile work schemes in collaboration with colleagues
- Research and utilize new and emerging approaches and technology in teaching
- Professionally prepare teaching media and handouts to supplement or substitute prescribed textbooks.
- Research and select suitable reference material to supplement textbooks
- Facilitate an effective teaching situation in which the learning experience can take place successfully.
- Upgrade course content/ develop new courses and/or modules in order to keep up with the latest requirements of the discipline
- Manage student and peer evaluations of teaching performance and application of appropriate assessment methods
- Participate in external examining and invitations to teach externally and contribute to curriculum development
- Contribute to community engagement initiatives and Integrate interventions into curriculum and research engagements
- Report on own involvement in professional, industry and/or community activities
- Participate in curriculum review and the development of new courses/modules to ensure alignment with sector/discipline norms and requirements
- Revise and submit programmes for accreditation by relevant accreditation bodies
- Identify students at risk timeously, develop intervention strategies, provide counselling to students and monitor student progress
- Contribute to Quality Assurance through committee meetings and submission of relevant documents
- Monitor the impact of QA recommendations within the faculty/department and implement appropriate interventions
- Contribute to policy making
- Set annual objectives pertaining to academic programmes and participate in the review of teaching, research, community engagement and academic administration objectives
- Contribute to the development of academic related decision-making, participate and chair departmental committees
- Act as programme leader, mentor and coach, manage tutor activities, keep attendance registers, record student results, assist with the registration of students, and supervise tests and examinations
- Manage marketing of programmes and aspects of open/careers days
- Keep abreast of developments within own field of study and its implications for teaching and learning, community engagement, research, etc. whilst keeping abreast of developments in professional conduct at VUT
- Register as a member of professional bodies to keep abreast of all developments (where appropriate) and engage in current professional development activities
- Prepare development plan for promotion to the next level, within stipulated time frame
- Attend conferences, seminars and workshops and present research study papers at conferences
- Acts as a study leader, conduct appropriate research, publish research results, keep abreast of professional literature and obtain research grants

- Develop relevant reports as and when required and communicate and consult with relevant stakeholders
- Undertake any other task or duty as assigned by the Head of Department and/or Executive Dean

APPLICATION CRITERIA:

Qualification and Experience:

- Doctoral degree (or NQF level 10 equivalent) in Organic Chemistry is recommended
- At least 3 years work experience in key areas of teaching and learning theory and practice in a higher education context
- Computational Chemistry will be an advantage.
- Experience in an academic environment in professional development is recommended
- In-depth understanding of learning, teaching and assessment practices
- Contribution in research and publication record in the last 3 years
- Sound record of student supervision in the last 3 years

Skills:

- Ability to establish professional working relationships with faculty members
- Ability to adapt to the diverse learning needs of adult learners
- Interpersonal, conflict management, communication (verbal and written), report writing and presentation skills
- Ability to work independently and as a member of a team
- Detail-oriented with strong organisational, administrative and management skills
- Self-driven, ability to prioritise multiple tasks and to achieve deadlines
- Ability to use technology to communicate with students and staff and to facilitate learning
- Proficiency in Microsoft Office suite (Word, Excel and PowerPoint)

CLOSING DATE FOR APPLICATIONS: 14 MARCH 2025

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 certificates/degrees

4. Certified copy of ID

5. Current contact information of referees

6. Please email applications to 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.

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. <u>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.</u> 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.

POSITIVE ABOUT PEOPLE WITH DISABILITIES