



DIVISION:
Faculty of Engineering & Technology

DEPARTMENT:
Electrical Engineering

POST: Head of Department (HOD) Full
Professor/ Associate Professor (**5-year fixed
contract based on performance**)

POST N°: 0610
PEROMNES GRADE: 05

JOB DESCRIPTION

Key performance areas include but are not limited to:

- **Strategic Leadership and Planning:** Take responsibility for developing and implementing strategic and operational plans that align with the VUT vision, ensuring that departmental goals are clearly defined and effectively executed. This includes providing curriculum development and transformation leadership, ensuring that programs remain relevant, innovative, and responsive to academic and industry demands. The role also involves implementing performance management and transformation measures to foster a high-performance culture, promote equity, and enhance staff capabilities. Additionally, the HOD is expected to increase third-stream income by creating short learning programmes (SLP) and skills programs that address emerging industry needs, thereby strengthening the financial sustainability of the department.
- **Financial and Resource Management:** Plan and managing departmental budgets, infrastructure, and resources to ensure financial viability and sustainable growth. This includes overseeing the efficient daily operations required to meet the broader mission and goals of VUT, while maintaining a high standard of educational excellence. Additionally, the HOD must implement fair and equitable staff workload distribution, ensuring that teaching, research, and administrative responsibilities are balanced effectively, promoting staff well-being and productivity.
- **Academic Leadership and Quality Assurance:** Be responsible for providing leadership in teaching and learning, with a particular emphasis on integrating technology-enabled education to enhance student outcomes. This involves implementing robust quality assurance measures to improve teaching effectiveness and learning experiences continuously. The HOD is also tasked with enhancing teaching quality through initiatives such as tutoring, extended programs, lecturer evaluation, and ongoing academic training. Additionally, the role includes promoting emerging technologies, including blended learning strategies, to ensure that educational practices remain innovative, flexible, and aligned with modern pedagogical trends.
- **Research Development and Innovation:** Promote and develop research capacity and programs to enhance the quality and volume of departmental research outputs. This includes actively pursuing research funding through grants, patents, and industry partnerships to support innovative projects and expand the department's impact. Additionally, the HOD is expected to foster a research-driven culture, providing mentorship and support to staff, encouraging collaboration, and promoting research excellence across the department.
- **Student Success and Engagement:** Monitor student learning activities to ensure timely and successful qualification completion. This includes actively engaging with internal stakeholders to improve student success and retention, creating a supportive learning environment that addresses student needs. Additionally, the HOD plays a key role in strengthening community engagement initiatives within the department, fostering connections that enhance student learning experiences and community impact.
- **Industry and Stakeholder Engagement:** Build and maintain strategic relationships with industry partners, professional bodies, and educational institutions locally and internationally. This includes establishing partnerships that enhance graduate employability and ensure the relevance of academic programs to current industry demands. Additionally, the HOD coordinates advisory meetings to align departmental activities with industry needs, fostering collaboration and ensuring graduates are well-prepared for the evolving job market.
- **Staff Development and Support:** Implement staff development initiatives, including personalised development plans and team growth strategies, to enhance the skills and effectiveness of faculty members. This role fosters an inclusive work environment through employment equity and transformation measures, ensuring a diverse and supportive workplace. Additionally, the HOD

provides ongoing mentorship, training, and career development programs to support staff in achieving their professional goals and contributing to the department's overall success.

- **Administrative and Operational Efficiency:** Efficiently manage student registration, enrolment, and other critical administrative tasks to ensure smooth departmental operations. This includes actively participating in Senate and related academic committee meetings to maintain alignment with institutional goals and policies. Additionally, the HOD implements effective data management and reporting systems, supporting continuous improvement and informed decision-making within the department.

APPLICATION CRITERIA :

Qualification :

- A relevant Doctoral Degree in Engineering in the field of Electrical Power, Electronics, Mechatronics, Process Control or Computer Systems
- Bachelor (BEng/ BTech/ BScEng/ NQF8) and master's Degrees (MEng/ MTech/ MScEng) in Electrical Power, Electronics, Mechatronics, Process Control or Computer Systems

Expérience :

- A minimum of four (4) years of relevant teaching experience at senior lecturer level experience.
- Professional registration with Engineering Council of South Africa
- DHET accredited research outputs
 - Five (5) Research Output units
 - Five (5) completed Masters' or Doctorate as supervisor/promoter or co-supervisor/co-promoter
- Evidence of academic leadership (two years minimum);
- Evidence of successful curriculum development and academic management
- Evidence of active participation in professional, industry and/or community activities
- Knowledge and experience of implementing quality assurance requirements
- Evidence of research leadership, attracting external funding, and NRF-rating
- Experience in the initiation and implementation of post-graduate research programmes/ projects in the different fields of electrical engineering
- Liaison with Industry including consultation work
- Evidence of development and management of SLPs and skill enhancement programmes
- Candidates must satisfy VUT's criteria for Associate Professorship or Professorship level

Skills and Competencies:

Excellent communication and presentation skills, excellent teaching skills, planning and organising skills, conceptual skills, analytical ability, interpersonal skills and problem-solving skills.

CLOSING DATE FOR APPLICATIONS: 30 May 2025

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za
2. A detailed curriculum vitae (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to recruitment2@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 Pinki Motsoetla Tel: 016 950 6645

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. VUT is an equitable opportunity and affirmative action employer.

In complying with the Employment Equity Act no 55 of 1998(as amended), preference for this position will be Africans, Coloureds plus people with disabilities which is in line with VUT Employment Equity Plan and Recruitment policy

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.

