



FACULTY: **ENGINEERING AND
TECHNOLOGY**

DEPARTMENT: **INDUSTRIAL
ENGINEERING, OPERATIONS
MANAGEMENT AND MECHANICAL
ENGINEERING**

POST: **PART-TIME LAB ASSISTANT X2**

POST N°:
PEROMNES GRADE:

JOB DESCRIPTION:

Key performance areas include but are not limited to:

- Assist the technician in preparing laboratory equipment, materials, and samples for practical sessions.
- Ensure compliance with safety protocols and regulatory requirements.
- Support the technician in maintaining the cleanliness and organisation of laboratory facilities.
- Facilitate student access to computing and design environments for modules such as Computing Applications 2, Modelling and Simulation 4, and Modelling in operations management 4.
- Maintain accurate records of equipment usage, damages, maintenance logs, and assessment data per experiment.

APPLICATION CRITERIA:

Qualification:

- A minimum of an Advanced Diploma or BTech degree in industrial engineering, operations management, or a related field

Experience:

- A minimum of two years' relevant laboratory experience.

Skills:

- A high level of discipline and professional expertise
- Excellent communication skills (both verbal and report writing)
- Strong computer literacy, including MS Outlook, PowerPoint, Teams, and ITS
- Good interpersonal skills, including collegiality, teamwork, and time management
- Proven problem-solving and critical thinking abilities

CLOSING DATE FOR APPLICATIONS: 25 July 2025

Applications should include:

1. A fully completed prescribed application form, which can be obtained from www.vut.ac.za.

Only applications submitted using the official application form will be considered.

2. A detailed curriculum vitae (explicitly stating experience or knowledge in the fields mentioned above).

3. Certified copies of all academic records and certificates/degrees.

4. Certified copy of ID not older than 6 months.

5. Current contact information of referees.

6. Please email applications to recruitment2@vut.ac.za and quote the 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. Communication will be entered into with shortlisted candidates only. If you don't hear from VUT within 3 months, deem your application unsuccessful.

Enquiries may be directed to:

Ms Pinki Motsoetla, HR Practitioner, Tel: 016 950 6645

Please note: By submitting your application, you authorize the Vaal University of Technology (VUT) to verify your qualifications without further consent.

Candidates with foreign qualifications must submit a SAQA certificate of evaluation.

VUT is an equal opportunity and affirmative action employer, committed to the implementation of its Employment Equity Plan. In line with the Employment Equity Act No. 55 of 1998 (as amended), preference will be given to African, Coloured, and Indian females, as well as persons with disabilities, in accordance with the university's 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 consent to the sharing of your information with the selection panel and other relevant parties involved in the recruitment process.

