



**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 Vaal University of Technology (VUT) vision, ensuring departmental goals are clearly defined and effectively achieved. Provide leadership in curriculum development and transformation to ensure programmes remain relevant, innovative, and responsive to both academic and industry demands. Implement performance management and transformation initiatives that foster a high-performance culture, promote equity, and strengthen staff capacity. In addition, the HOD is expected to enhance financial sustainability by increasing third-stream income through the design and delivery of short learning programmes (SLPs) and skills programmes that address emerging industry needs.

**• Financial and Resource Management:**

Plan and manage departmental budgets, infrastructure, and resources to ensure financial viability and sustainable growth. Oversee the efficient daily operations required to meet the broader mission and goals of VUT while maintaining high standards of educational excellence. Implement fair and equitable staff workload distribution, ensuring that teaching, research, and administrative responsibilities are balanced effectively to promote staff well-being and productivity.

**• Academic Leadership and Quality Assurance:**

Provide academic leadership in teaching and learning, with emphasis on integrating technology-enabled education to enhance student outcomes. Implement robust quality assurance measures to continuously improve teaching effectiveness and learning experiences. Enhance teaching quality through initiatives such as tutoring, extended programmes, lecturer evaluation, and ongoing academic training. Promote the adoption of emerging technologies, including blended learning strategies, to ensure educational practices remain innovative, flexible, and aligned with modern pedagogical trends.

**• Research Development and Innovation:**

Promote and strengthen research capacity and programmes to enhance the quality and volume of departmental research outputs. Actively pursue research funding through grants, patents, and industry partnerships to support innovative projects and expand the department's impact. Foster a research-driven culture by providing mentorship, encouraging collaboration, and supporting research excellence across the department.

**• Student Success and Engagement:**

Monitor student learning activities to ensure timely qualification completion and improve retention rates. Engage with internal stakeholders to create a supportive learning environment that addresses student needs. Strengthen community engagement initiatives within the department, fostering connections that enhance student learning experiences and extend community impact.

**• Industry and Stakeholder Engagement:**

Build and sustain strategic relationships with industry partners, professional bodies, and educational institutions locally and internationally. Establish partnerships that enhance graduate employability and ensure academic programmes remain relevant to industry demands. Coordinate 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 strengthen the skills and effectiveness of faculty members. Foster an inclusive work environment through employment equity and transformation measures, ensuring diversity and support within the workplace. Provide ongoing mentorship, training, and career development opportunities to assist staff in achieving professional goals and contributing to departmental success.

• **Administrative and Operational Efficiency:**

Manage student registration, enrolment, and other critical administrative tasks to ensure efficient departmental operations. Actively participate in Senate and academic committee meetings to maintain alignment with institutional goals and policies. Implement effective data management and reporting systems to support informed decision-making and continuous improvement 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's degree (BEng, BTech, BSc Eng, NQF 8) and Master's degree (MEng, MTech, MSc Eng) in Electrical Power, Electronics, Mechatronics, Process Control, or Computer Systems.

**Experience :**

- A minimum of four (4) years of relevant teaching experience at Senior Lecturer or Associate Professor level (for appointment as Associate Professor or Full Professor, respectively).
- Professional registration with the Engineering Council of South Africa (ECSA).
- DHET-accredited research outputs, with:
  - At least five (5) DHET-accredited research output units.
  - Supervision of at least five (5) completed Master's or Doctoral students (as supervisor/promoter or co-supervisor/co-promoter).
- Evidence of academic leadership (minimum of two years).
- 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, including attracting external funding and holding an NRF rating.
- Experience in the initiation and implementation of postgraduate research programmes or projects in various fields of electrical engineering.
- Demonstrated liaison with industry, including consultation work.
- Evidence of developing and managing short learning programmes (SLPs) and skills enhancement initiatives.
- Must satisfy VUT's criteria for appointment at Associate Professor 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: 07 October 2025**

**Application requirements**

1. A fully completed prescribed application form, obtainable from [www.vut.ac.za](http://www.vut.ac.za).
2. A detailed curriculum vitae (explicitly stating relevant experience or knowledge in the fields mentioned above).
3. Certified copies of all academic records and certificates or degrees.
4. A certified copy of your South African identity document.
5. Current contact details of referees.
6. Applications must be emailed to [recruitment2@vut.ac.za](mailto:recruitment2@vut.ac.za). Please quote the post reference and

post description in the subject line.

7. No manual applications will be accepted. Incomplete applications, or applications submitted without the application form and required supporting documents, will be disregarded.
8. Only applications submitted using the official VUT application for employment form will be considered.
9. Correspondence will only be entered into with shortlisted candidates. If you do not hear from VUT within three months of the closing date, please regard your application as unsuccessful.

Enquiries may be directed to: HR Practitioner: Ms Pinki Motsoetla Tel: 016 950 6645

**Please note**

- By submitting your application, you consent to VUT verifying your qualifications and sharing your personal information with the selection panel and other authorised persons involved in the recruitment process. Candidates with foreign qualifications must submit a South African Qualifications Authority (SAQA) certificate of evaluation. VUT is an equal opportunity and affirmative action employer. In compliance with the Employment Equity Act No. 55 of 1998 (as amended), and in line with its Employment Equity Plan and Recruitment Policy, preference will be given to suitably qualified candidates from designated groups, specifically African, Coloured, and persons with disabilities.

VUT reserves the right not to make an appointment.

