



DIVISION: HUMAN RESOURCES

Permanent

POST: Director Centre of Excellence (CoE)

POST N^o: 5056

Peromnes post level 5

JOB DESCRIPTION:

Key performance areas include but are not limited to:

- **Lead and manage Centre of Excellence:** responsible for the following specialist areas: total rewards; integrated talent management, leadership development, learning and development; organisational development and efficiency; change and performance management, organisational design and development, and employee relations and wellness. Lead the implementation of a high-performance culture within the organisation
- **Support the implementation of HR strategy:** through researching, designing, developing, and implementing innovative solutions and best practices in talent management, total reward, etc., ensure effective organisational design through OD best practices, develop and implement integrated talent management strategy, frameworks, processes, and policies, in line with best practice to ensure VUT is able to attract, retain, engage, develop and deploy talent
- **Value Proposition:** Develop an integrated employee value proposition for various talent workforce to ensure retention of critical skills, benchmark trends, and best practices in performance management, recognition, and reward, talent management, HRD, and leadership development
- **Performance and Culture Change:** Develop performance management strategy, processes, and a system in line with best practices, and lead the cultural diversity initiatives and develop innovative programmes that support transformation

Application Criteria:

- Honours / Post Graduate qualification equivalent to NQF level 8 in HR or related field.
- Minimum 7 years of progressive experience in the specific domain of the CoE (e.g., HRM, Employee Relations, Employee Wellness, Organisational Development, Skills Development), with a significant portion (3 years) in a leadership or management role.
- Proven experience in establishing and leading a Centre of Excellence or similar centralised function.
- Demonstrated track record of driving organisational change and implementing successful initiatives.
- Experience in strategic planning, programme management, and process improvement methodologies (e.g., Lean, Six Sigma, Agile).
- Registration with a relevant professional body would serve as an advantage.

Skills:

- Change and strategic management skills, conflict and problem management skills, negotiations, networking and presentation skills, strong written and verbal communication skills, and stakeholder engagement at multiple levels.

Closing date for applications: Tuesday 4 November 2025

Those who have applied before may also reapply.

Please email applications to [recruitment3 @vut.ac.za](mailto:recruitment3@vut.ac.za)

Enquiries may be directed to:

HR Practitioner: Ms A Mabona: angie@vut.ac.za Tel: 016-950 9452

Applications should include:

1. A fully completed prescribed application form, obtainable from 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 recruitment3@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 those submitted without the required application form and 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.

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.

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. 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.

POPIA Compliance

The Applicant acknowledges and agrees that the Vaal University of Technology will collect, process, and store the Applicants' personal information in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA), for the purposes of the recruitment and selection process.

The Vaal University of Technology agrees to take reasonable steps to protect the Applicants' personal information from unauthorized access, use, or disclosure. The Applicant also has the right to access, correct, or delete their personal information at any time.

Litigation Waiver

The Applicant agrees to waive all claims against the Vaal University of Technology arising from the Vaal University of Technology collection, processing, storage, or sharing of the Employee's personal information in accordance with this clause.