



FACULTY OF ENGINEERING AND
TECHNOLOGY

DEPARTMENT: INDUSTRIAL ENGINEERING,
OPERATIONS MANAGEMENT AND
MECHANICAL ENGINEERING

POST: PART-TIME LAB ASSISTANT X2
Industrial, Operations Management

POST N°:
PEROMNES GRADE:

JOB DESCRIPTION:

Key performance areas include but are not limited to:

- Assisting the Technician in preparing laboratory equipment, materials, and samples for practical sessions.
- Ensuring compliance with safety protocols and regulatory requirements.
- Supporting the Technician in maintaining the cleanliness and organisation of laboratory facilities.
- Facilitating access to computing and design environments for modules such as Computing Applications 2, Modelling and Simulation 4, and Modelling in Operations Management 4.
- Maintaining detailed records of equipment usage, damages, maintenance logs, and assessment records for each experiment.

Qualification:

- Minimum of an Advanced Diploma or BTech degree in Industrial Engineering, Operations Management, or an equivalent qualification.
- At least two (2) years of relevant laboratory experience.

Skills:

- A high level of disciplinary expertise.
- Excellent communication skills (report writing and verbal).
- Computer literacy in MS Outlook, MS PowerPoint, MS Teams, and ITS.
- Good interpersonal skills, including collegiality, teamwork, and time management. Strong problem-solving and critical-thinking abilities.

NB: Candidates must be willing to work only during normal working hours.

CLOSING DATE FOR APPLICATIONS: 11 November 2025

Application requirements

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 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 authorised personnel 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

