



DIVISION: STUDENT SUPPORT
SERVICES

DEPARTMENT: STUDENT LIFE AND
GOVERNANCE

POST: DIRECTOR

POST N°: 3048

PEROMNES GRADE: 06

JOB DESCRIPTION:

Key performance areas include but are not limited to:

- Strategic management: Directs the development of Student Life and Governance operational plans to give effect to the university and the Student Services strategic plan.
- Financial management: manages the annual departmental budget in order to meet the strategic goals of the department.
- People Management: Manages staff performance through the university performance management system by ensuring annual reviews for all staff.
- Student Governance Support: Directs the development and monitoring of rules, procedures, rights and responsibilities governing non-academic relationships between the university and students enrolled at the university.
- Internal and External Liaison: Ensures linkages with higher education professional bodies and other national universities as well as international universities.
- Student Leadership Support: Ensures that student leaders are inducted, and leadership development programmes take place.
- Risk Management: Develops risk control measures.

APPLICATION CRITERIA:

Qualifications and Experience:

- An Honour's Degree or Post graduate diploma in Management/Public Administration / Education / Social Sciences is the minimum qualification. A Master's Degree will be an advantage.
- Minimum of 5 year current experience in Student Services or Student Affairs and a two-year management experience in Student Life and Governance or Student Development and Governance in a University.

Skills:

- Extensive knowledge of Student governance, student leadership, student development and the South African Higher Education environment.
- Excellent organisational skills
- High interpersonal and leadership skills
- Excellent written and verbal communication skills
- Ability to work under pressure and outside normal working hours
- Analytical, problem solving and negotiation skills

CLOSING DATE FOR APPLICATIONS: 20 JANUARY 2026

Application requirements:

1. A fully completed prescribed application form which can be obtained 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 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 recruitment1@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 3 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, Indian, women, and persons with disabilities.
- VUT reserves the right not to make an appointment

