



DIVISION: HUMAN RESOURCES	Permanent
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POST: Director: Talent Management & Organisational Development  Peromnes post level 5	POST N <sup>o</sup> : 5056
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**Job Description:**

The overall responsibility of the role is to lead the design and delivery of people, organisational development, and learning and development strategies, as well as the management of change initiatives in support of the institution’s strategic and operational plans.

The role also leads strategic Human Resources initiatives, including workforce planning, culture transformation, and performance management to support academic excellence and the institution’s strategic goals.

The incumbent will collaborate with teams across the institution to support continuous organisational performance improvement, thereby assisting the Institution to achieve its ambition of becoming a high performing and learning organisation.

Key performance areas include but are not limited to:

**Talent Management:**

- Develop, disseminate, and implement a talent management framework, solutions, policies, processes, and practices for high-performance.
- Integrate talent management outputs into other strategic Human Resources institutional priorities such as transformation, leadership development, culture, recruitment and selection and performance management.
- Develop the institution’s capability and processes for strategic sourcing of talent.
- Recommend and manage the implementation of policy interventions for effective organisational change and transformation in line with VUT Strategy and with greater focus on management of key talent.
- Conduct surveys and analyses of employment trends within the VUT to inform decision-making and for purposes of improving VUT employee value proposition.

**Leadership Development:**

- Create mentoring, coaching, and professional development programmes to support employees and enhance leadership capacity.
- Identify and implement best practice talent development programmes and initiatives including management of talent inventories, onboarding initiatives, social capital initiatives, mentoring schemes, coaching, shadowing to support the achievement of personal development plans.

**Organisational Design:**

- Monitor effectiveness of organisational culture, values, design, policies, procedures and practices in attracting, retaining and nurturing key talent in the organisation and building VUT employee brand and value proposition.
- Conduct institutional diagnostics, design structures, and facilitating change management for academic and professional staff.
- Build the university job design matrix and capability, including job title frameworks and position budgeting and evaluation.
- Establish VUT Competency Framework for success model delivery and develop career path framework and ensuring that career paths and ladders within job families are defined.
- 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, and leadership development

**Performance Management:**

- Develop the institution's strategic Performance Management frameworks, tools & solutions that meet the institutional needs.
- Ensure the performance deliverables are integrated with all programmes and cascaded faculty/ divisional and individual performance.
- Ensure the Performance Management system is effectively supporting the performance management process with clear performance management cycle, which includes employee self-assessment linking individual goals with division/faculty objectives.

**Learning & Development:**

- Design and align the HRD strategy to the HR strategic objectives in support of the university talent development.
- Oversee compliance in the skills development environment, including the enhancement of the Skills Development Skills Pillar regarding BBBEE objectives.

**Culture and Transformation:**

- Align the organisational culture with the university's strategic goals, including equity and transformation initiatives.

- Lead the implementation of a high-performance culture within the organisation, including employee wellness initiatives and employee relations.

### **Change Management:**

- Provide expert knowledge and understanding of change processes and its effect on the organisation to mitigate potential transformational risks.
- Proactively identify and advise on innovative change management initiatives and facilitate their effective implementation.
- Provide input into the development and revision of Human Resources strategies and processes to ensure VUT's changing needs are met.

### **People Management:**

- Determine and analyse development needs for the team and ensure identified training requirements are budgeted for and implemented.
- Address poor performance of any team member through the formal Performance improvement programme and ensure continued poor performance is appropriately managed.
- Motivate team members and ensure that their efforts are recognised.

### **Minimum Requirements:**

- Honours or post graduate qualification equivalent to NQF Level 8 in Human Resources or related field.
- Minimum of seven (7) years' experience in talent management, organisational development, and leadership development, of and at least three (3 years) in a management role.
- Proven experience in designing and implementing talent management and organisational development strategies and programmes.
- Proven knowledge and experience in other Human Resources disciplines and new upcoming trends.
- Demonstrated track record of driving organisational change and implementing successful initiatives.

### **Added advantage**

- Registration with a relevant professional body such as SABPP etc.
- Experience in higher education sector.

### **Skills:**

- Transformation and leadership
- Change management and strategic thinking

- Process mapping and optimisation
- project management
- Problem solving skills
- Negotiation skills
- Good communication skills
- People management skills
- Learning design and technology
- Stakeholder management and influence
- Emotional intelligence.

Closing date for applications: Friday, **29 May 2026**  
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](mailto:angie@vut.ac.za) Tel: [016-950 9452](tel:016-9509452)

**Applications should include:**

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 [recruitment3@vut.ac.za](mailto: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.

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**POPIA Compliance**

The Applicant acknowledges and agrees that VUT 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.

VUT will take reasonable steps to protect **applicants'** personal information from **unauthorised** access, use, or disclosure. Applicants have the right to access, correct, or delete their personal information at any time.

**Litigation Waiver**

The Applicant agrees to waive all claims against VUT arising from the collection, processing, storage, or sharing of personal information in accordance with this clause.

