

FACULTY: Applied and Computer Sciences

DIVISION: Teaching and Learning and Student Support Services

POST: Executive Dean (5 years performance based contract)

POST N°: 0601
PEROMNES GRADE: 04

JOB DESCRIPTION:

The purpose of the position is to take responsibility for the academic leadership and management of the Faculty through the provision of a high quality, technically advanced and cost-effective educational service in alignment with the strategic objectives of the University. The incumbent will report to the DVC: Teaching and Learning and Student Support Services and serves on various committees including the Senate and Faculty Board. Further responsibilities include people management, budget and financial management and health and safety management

Key performance areas include but are not limited to:

- Strategy Development and Alignment
- Embedding a Performance Culture
- Human Resource, Resource and Operations Management
- Policy and Procedure Development
- Teaching and Learning and Curriculum Development
- Research, Innovation and Commercialisation
- Community Engagement (including partnerships and collaboration)
- Quality Assurance, Compliance and Risk Management
- Safety, Health & Environmental Management
- Transformation
- Monitoring, Evaluation and Reporting

APPLICATION CRITERIA:

Qualifications and Experience:

- A Doctoral Degree in the fields of Applied and Computer Sciences, as reflected in the PQM of the faculty
- An outstanding academic with an established track record and experience as Head of an Academic Department
- Associate Professor / Full Professorship or must meet the requirements of Associate Professor according to VUT policy

Minimum experience:

- Ten (10) years of lecturing/research experience with at least five (5) years in a managerial position, preferably in Higher Education.
- Operations and affairs of a university environment
- A track record of:
 - Managing an academic department
 - Leadership and teamwork
 - Mobilisation of others towards shared goals
 - Institutional cultural transformation and organisational alignment
 - Strategic and operational planning and project management

- Allocation and management of Human resources, resources, finance, and budgets

Specific requirements for portfolios:

- Teaching & Learning: Understanding of developments within the teaching and learning field and in the higher education environment locally in South Africa, and further afield
- Community Engagement: Experience in the integration of community engagement in teaching and learning, Research, and service-learning activities of an academic department
- Research: Knowledge of the research funding networks and opportunities in SA and abroad; Knowledge of the innovation and commercialisation opportunities within the context of a university of technology

Skills and competencies:

- Professional knowledge, analytical thinking/problem solving, decision-making and judgement, building interpersonal relationships, client/student service and support, verbal and written communication, building partnerships, facilitating change, impact and influence, emotional intelligence, people management, resource management, strategic leadership, university awareness

CLOSING DATE FOR APPLICATIONS: 31 July 2026
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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 shireen1148@talenting.co.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 Africans, Coloureds, Indians, women, and persons with disabilities.
- VUT reserves the right not to make an appointment

