Vaal University of Technology

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VUT

External Vacancy

FACULTY: DVC: Academic & Research	DEPARTMENT: Centre for Academic Development

POST: Director : Operations - Centre for Academic Development	Peromnes level : 05 Post number: 3238

JOB DESCRIPTION:

The incumbent will be responsible for: {KPA'S}

- Management of the operations of the Centre of Academic Development (CAD) in the focus areas of Teaching Quality, African Language Development, as well as the Professional Development of Academics across all campuses;
- Supervising the development of workshops,seminars, symposiums and conferences in the above-mentioned focus areas across all campuses;
- Directing the development, and implementation through monitoring and evaluation of all the functions in the above-mentioned focus areas across all campuses;
- Managing and supervising the implementation and integration into faculties as well as collaborating and establishing partnerships in the above-mentioned focus areas across all campuses ;
- Leading the development of projects in partnership with faculties (Deans and Heads of Departments) in terms of curriculum development and assessment practices across all campuses;
- Leading the development of a new year-long blended learning module, as well as other online professional development modules ,so as to ensure professional development for academics in all faculties which are linked to Continous Professional Development Points across all campuses;
- Implementing the module "License to teach " and other online professional development modules so as to ensure professional development for academics in all faculties and to ensure that they are linked to Continous Professional Development Points;
- Directing the development of African Language Development in partnerships with faculties to enhance access and success for all students and the professional development of academic staff across all campuses;
- Leading the development and implementation of online evaluation of teaching quality across all campuses through student feedback and peer mentoring ;
- Leading the implementation of online national evaluation tools like the BUSSE etc within the Vaal Univeristy of Technology;
- Through African Language Development, direct and lead the integration of academic literacies across the curriculum ;
- Marketing and developing strategies aligned with VUT policies internally within the University, related to the above-mentioned focus areas;
- Supporting the development of policies relating to professional development , the enhancement of teaching quality and African Language Development;
- Representing the CAD at a management level and attending Faculty Board Meetings, Curriculum Committee Meetings, and other committees of teaching-learning at VUT's campusses to enhance all CAD programmes;
- Assisting subordinates and addressing their needs to ensure seamless functioning within a limited funding environment;
- Developing and ensuring regular progress reports in the above- mentioned focus areas;
- Establishing research projects related to CAD in the above- mentioned focus areas;
- Supervising training of CAD staff in terms of professional developmental issues; and
- Supporting the Executive Director in the day-to-day functioning of the CAD.

Application Criteria:

Qualification/Experience:

- Master's degree in any of the following related areas : Education / Blended Learning/ Online learning/ Language Literacy
- Seven (7) years' managerial and co-ordination experience working in a Centre of Academic Development OR engaged in the management of the following: Teaching Quality ; African Language Development; and Professional Development of Academics
- Three (3) years' experience in the use of either proprietary or open source learning management systems is essential

Skills:

Thorough understanding of the relevant business processes of a university; able to implement within a university, strong drafting and report writing skills; ability to meet demanding deadlines; excellent communication and presentation skills; leadership and interpersonal skills; supplier evaluation experience; high degree of problem solving ability; proficient in Excel and Word.

Closing date for applications: 08 December 2017

Submit CV by hand to Carmen Titus at B103 or e-mailed to carment@vut.ac.za.

Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. 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 also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore people from designated groups are encouraged to apply. If you are not contacted within three weeks after the closing date, please accept that your application was unsuccessful.