



External Vacancy

DIVISION: Student Support Services

DEPARTMENT: Student Life and Governance

POST: Director (**5 year performance based contract**)

POST No: 3048 Peromnes level: (06)

JOB DESCRIPTION:

Key performance areas include but are not limited to:

- Development of strategic plan for student affairs in line with the institutional strategic plan
- Directs the preparation of the annual departmental budget in order to meet the strategic goals of the department
- Directs the management of staff performance through the university performance management system ensuring annual reviews for all staff
- Directs the development and monitoring of rules, procedures, rights and responsibilities governing non-academic relationships between the university and students enrolled at the university
- Directs the facilitation of student participation in official university student activities
- Liaise and manage student governance structures

Application Criteria:

Qualification/Experience:

- Post graduate degree in Management/Public Administration/Education/Social Sciences (or equivalent);
- The Minimum of 5 year's relevant management experience. Previous experience in student affairs domain would be an added advantage
- Sound knowledge of the Higher Education sector

Skills:

- Excellent interpersonal and communication skills, planning, implementation, monitoring and evaluation skills; effective networking and relationship management skills, leadership and management skills, effective negotiating and problem solving skills.

Closing date for applications: 09 March 2018

Submit CV by hand to Carmen Titus at B103 or e-mailed to recruitment@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.