

External Vacancy

DIVISION: REGISTRAR	DEPARTMENT: REGISTRAR
POST: VUT OMBUDSMAN	POST No: 2490 PEROMNES GRADE: 06

JOB DESCRIPTION:

The Ombud's Office at the Vaal University of Technology is set up to provide informal assistance to resolve conflicts, build mutual trust and enhance service delivery within the university. The office operates as an independent, impartial, confidential and informal entity where members of the university community can raise their concerns and have a voice within an environment of trust and confidentiality.

Key Performance Areas include but not limited to:

- The Ombud receives and investigates claims from any person about inadequate service delivery, malfeasance or malpractice with regards to University matters that may present a risk to the University or may result in gross unfairness.
- While the VUT Ombud has no formal decision-making authority or disciplinary responsibilities, the operations of the Office supplements formal conflict handling mechanisms of the University in a fair and healthy manner and the Ombud acts as an advocate for fairness and equity.
- The investigations are conducted for the purpose of making recommendations to the University and reporting to the University Council.
- The Ombud conducts the business of the office in accordance with relevant legislation and the principles of the International Ombudsman Association (IOA).
- The Ombud may also give information and advice about University policies and procedures and refer visitors to appropriate offices/structures. The Ombud recommends changes to policies and procedures that may appear outdated or problematic.
- The Ombud identifies trends or patterns of complaints or problems that might be systemic and provides such information to University leadership.

APPLICATION CRITERIA:

Qualification and Experience:

- **Required:** An undergraduate qualification in law;
- **Recommended:** a masters degree (preferably in law)
- A person of good standing and stature in the community, where good standing is defined as "a professional person or a person of similar standing, who enjoys a good reputation in the community, possesses credentials that can be checked and who would have something to lose by indulging in reprehensible behaviour".
- Minimum 10 years senior level experience in the legal profession or judiciary.
- A thorough knowledge of the higher education system and concomitant laws;

Skills and Competencies:

- Experience in conciliation, mediation and arbitration;
- A full understanding of the Higher Education Act and the Statute of the Vaal University of Technology.
- Excellent organisational and time management skills.
- Excellent written, communication and interpersonal skills.
- Demonstrated ability to identify and resolve complex problems.
- Experience with policy development.
- Experience managing projects.

Closing date for applications: 19 February 2021

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

#changevit

www.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

