



FACULTY: Applied and Computer Sciences	DIVISION: Teaching and Learning and Student Support Services
POST: Executive Dean (5 year performance based contract)	POST No: 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:**

**Qualification and Experience:**

- A Doctoral Degree in the fields of Applied and Computer Sciences as reflected in the PQM of the faculty
- A recognised academic with an established track record and experience as manager of an Academic Department

**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
- 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
- Community Engagement: Experience in the integration of community engagement in teaching and learning, Research, and service learning activities of an academic department





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**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: 09 July 2022

Submit CV to [recruitment4@vut.ac.za](mailto:recruitment4@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 six weeks after the closing date, please accept that your application was unsuccessful.**

