



DIVISION: Office of the Vice Chancellor

DEPARTMENT: Marketing and
Communications

POST: Director: Resources Mobilisation

POST N^o: 7877
PEROMNES GRADE: 05

JOB DESCRIPTION

Key performance areas include but are not limited to:

- To lead and direct the Resource Mobilisation directorate regarding the Vaal University of Technology (VUT) efforts to broaden third income streams.
- Establish and strengthen relations with current and potential local and international donors or funders and stakeholders to increase donations to the University's various causes/programme/projects.

APPLICATION CRITERIA:

Qualification and Experience:

- Master's Degree (NQF10) in Sales, Marketing, Communication, or relevant business-related field.
- A minimum of ten (10) years operational experience in Fundraising, Sales, Marketing, Communications, Stakeholder Relations and/or Public Relations
- A minimum of seven years management experience in Fundraising, Sales, Marketing, Communications, Stakeholder Relations and/or Public Relations

Recommendation:

- A Master's degree (NQF 10) with specialisation in Sales, Marketing, Communications, or relevant business-related field.
- Evidence of current networks
- Track Record in effective funding initiatives (rand value)

Added Advantage

- Registration with a professional body

Specific requirements for the portfolio:

- Strategy Development
- Donor Relations and Fundraising Policy and Practices
- Business Analytics and Stakeholder Relations
- Management and Leadership Results Areas

Skills and Competencies:

- Strong analytical skills and keen intellect
- Exemplary attention to detail
- Excellent judgement and discretion
- Have a sound knowledge of stakeholder diversity and understand the dynamics of different needs of stakeholders
- The ability to produce and operate stakeholder events, conferences and related logistical tasks
- Knowledge and understanding of national and international issues in higher education
- Demonstrated knowledge of University, government and general protocol

- Demonstrate ability to independently research complex issues and synthesize large amounts of information into an effective stakeholder/ and or donor relations plan
- Demonstrated ability to communicate effectively and adapt messages to be suitable for a variety of audiences across the University and globally
- Good human relations as well as the ability to function effectively in a multicultural environment
- The ability to work irregular hours and travel long distance in the course of the work
- Good strategic, organizational and leadership skills
- The ability to function independently, and as part of the team
- Customer centric
- Ethical and trustworthy
- Computer literate in MS Office (Word, Excel and PowerPoint)

CLOSING DATE FOR APPLICATIONS: 17 May 2024

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za
2. A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to recruitment4@vut.ac.za and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Practitioner: Ms Paulina Mafaesa, Tel 016 950 9483 / email address: paulinam@vut.ac.za

Please Note: 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 submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.

VUT reserves the right not to make an appointment

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

