



DIVISION: DVC-Resources and Operations

DEPARTMENT: Human Resources

**POST: Executive Director-Human Resources
(five years performance-based contract)**

**POST N°: 3200
PEROMNES LEVEL: 04**

VUT AT A GLANCE:

The Vaal University of Technology (VUT) was first established as a college for advanced technical education in 1966 and then transitioned into a Technikon in 1979. With the restructuring of the higher education landscape, the institution became a University of Technology in 2004 and has seen significant growth in its activities and reach since that time.

The University now operates from its main campus in Vanderbijlpark and the Science Park at the Sebokeng Campus where there is ample vacant land for future expansion.

Within the higher education context, VUT's mandate is to:

- promote teaching and learning which, through the use of technologically advanced education, prepares graduates for either employment or entrepreneurship.
- promote innovation and the commercialisation of new knowledge by undertaking basic and applied research and the promotion of technology and technology transfer, and
- be an engaged institution through an engaged scholarship with industry and its local community.

With a total of nine (9) centres of excellence and 14 NRF-rated professors, VUT prides itself on its association with academics and NRF-rated researchers who not only produce world-class research that solves real-life problems but also empower aspiring researchers to engage the most experienced minds in several research fields as supervisors and aides.

On the international front, VUT has adopted a vision of comprehensive Internationalisation, specifically focusing on academic excellence, research, and innovation. The University continuously produces graduates whose qualifications are internationally recognised, and locally relevant. Community Engagement at VUT is guided by the principle of engaged scholarship and thus entails research that is informed and aims to solve community problems.

To achieve its concerted mission *"The Vaal University of Technology's mission is to develop techno-entrepreneurial graduates and innovators who will drive a vibrant transformation of a flourishing and sustainable society, industry and commerce."*; VUT has recently approved its Strategy 2033+ to refocus and comply with its mandate as a University of Technology.

BACKGROUND:

The Vice Chancellor & Principal, Prof Khehla Ndlovu is seeking like-minded professionals keen to contribute to the strategic direction and turnaround of the Vaal University of Technology. Therefore, professionals are sought to lead in the role of Executive Director Human Resources.

The potential incumbent will provide strategic leadership to the University, promoting a culture of excellence in all activities and areas related to Human Resources.

As a member of the executive of the University the incumbent actively supports the Vice-Chancellor (VC) and Principal, and the DVC Resources & Operations in the strategic leadership and management of the University and in supervising administrative functions through line reports. Although each Executive is appointed in the first instance to oversee particular functions, these may change over the course of time at the VC's discretion.

JOB DESCRIPTION:

The Executive Director: Human Resources is a member of the Executive Management Committee, responsible for the strategic alignment of the Human Resources function within the University's vision and mission. He / she will ensure optimum and seamless delivery of the human resources services within the University and will oversee the formulation, review and implementation of the VUT People Strategy, policies, procedures and practices. He / she will also be responsible for championing the establishment and maintenance of a culture of performance across all levels at the university. The successful candidate is further expected to represent the university in relevant higher education and stakeholder forums as well as driving the University employment equity plan and supporting the execution of the transformation strategy.

Key performance areas include but are not limited to:

- Strategy Development and Execution
- Embed Institutional and Performance Culture
- HR Consulting and Coaching
- Policy procedure development and implementation
- HR Operations Management
 - Employee attraction, engagement and retention
 - Remuneration and HR Administration
 - Organisational Development and Talent Management
 - Performance Management, and Learning & Development
 - Employment Relations
 - Employment Equity
- Employee Wellbeing
- Human Resource Management & Governance
- Resource Management: Budget and Finance (cost of employment)
- Quality Assurance and Risk Management
 - Audit and Assurance
 - Risk Management
- Monitoring, Evaluation and Reporting

Application Criteria:

Qualification and Experience:

- A Masters' degree in HR, Industrial /Organisational Psychology or relevant
- Accreditation with a professional body
- At least 8 years' experience in Human Resources - a significant part of which will have been at Senior or Executive level, preferably in Higher Education

Experience:

- Superior interpersonal skills and must be able to operate at all levels of the organisation
- Strategic leadership and people management skills
- A good understanding and experience in change management implementation
- Familiarity with the higher education legislative environment
- Has a successful record of leadership and teamwork
- Has the ability to mobilize and inspire others toward shared goals
- Understand the overall operations and affairs of a university environment
- Thinks strategically and operationalise this into plans and projects
- Experience in a highly unionised environment
- Plan and manages budgets,
- Working knowledge of BCEA, LRA, SDA, EEA, OHSA, and CCMA
- Familiarity with MS Office software

Skills:

- Analytical Thinking/Problem solving
- Building Interpersonal Relationships
- Client/Student service and support
- Communication
- University awareness
- Professional knowledge and skill
- Negotiation skills
- Building partnerships

- Facilitating change
- People Management
- Resource Management
- Strategic Leadership
- Decision-making judgement
- Conceptual thinking
- Impact and influence
- Emotional Intelligence

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 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 have the responsibility to ensure that their qualifications are evaluated by SAQA and should also submit proof thereof. 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.

