



VISION

Shape and own the future

To be a transforming, equitable, sustainable, and academically excellent University of Technology anchored in its communities.

MISSION

To offer technological, career-directed educational programmes focussing on the innovative problem-solving research and engage with government, business, industries and communities as end-users.

OFFICE OF THE VICE CHANCELLOR AND PRINCIPAL

SENIOR DIRECTOR (P4)

FIVE (5) YEAR FIXED TERM PERFORMANCE BASED CONTRACT

The purpose of this role is to support the Vice-Chancellor and Principal (OVC) in her day to day running of the Office by focusing and obtaining synergy between different Departments by managing and overseeing all communications / submissions to the Office of the Vice-Chancellor. The incumbent will be the strategic adviser of the Vice-Chancellor and Principal in the strategic processes by prioritizing the strategic projects, in areas related to the University, strategic networking and facilitation with various stakeholders. This position requires considerable drive, intellectual flexibility, emotional intelligence, strategic leadership abilities, as well as a strong identification with the University's value system.

Key Performance Areas:

- Provide support to the Office of the Vice-Chancellor.
- Provide oversight on the timely submission and endorsement by the Vice-Chancellor of Council mandated reports that pass through the Office of the Vice-Chancellor.
- Identify key stakeholders and bodies nationally and internationally with which the University should develop partnerships and other forms of collaboration.
- Monitor the implementation of agreements between the University and its strategic partners.
- Assist the Vice Chancellor in identifying opportunities that can be leveraged to support the University, staff and students.
- Management and coordination of transformation in the Office of the Vice-Chancellor

Minimum Requirements:

- Master's degree
- Ten years management experience at the level of an HOD or Director, of which 5 years should be in a higher education (HE) environment.
- Five years' experience in dealing with internal and external stakeholders in a HE environment or related environment.

Recommendations:

- A Doctoral Degree.

Competencies:

- A successful record of leadership and teamwork.
- A demonstrated track record of running a unit of reasonable size.
- Ability to mobilize and inspire others towards shared goals.
- Understanding of the operations and affairs of a university environment.

- Understanding of institutional culture, transformation, and organizational alignment.
 - Planning and organizing skills.
 - Conflict management skills.
 - Stakeholder management skills.
 - Familiarity with current higher education issues.
 - Problem solving skills.
 - Communication skills (verbal and written).
 - Analytical skills
 - Capacity to deal with complexity, uncertainty and change.
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Remuneration: We offer a negotiable market-related total remuneration package (**i.e., inclusive of benefits:** 13th cheque, housing subsidy/allowance, pension, medical aid, group life and study grant where applicable).

Interested applicants should send (a) a motivation detailing the extent to which they meet the requirements of the position; (b) an application form (downloadable from www.mut.ac.za); (c) a Curriculum Vitae; (d) certified copies of academic qualifications plus academic records, proof of professional registration with a relevant professional body where applicable and copy of a valid driver's license. **(Please provide academic transcripts and SAQA evaluation certificate, if qualifications were obtained outside South Africa)**; and (e) names of three contactable referees to: Department of Human Resources and Development, via email: hr.executive@mut.ac.za.

Enquiries: Tel: (031) 907 7560 / 7565

Closing Date: 22 November 2024

Mangosuthu University of Technology is committed to meeting the objectives of Employment Equity to improve representivity within the institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity targets including people with disabilities. In accordance with the Departmental EE targets, first preference will be given to African Female / African Male.