

31 December 2025

## **EXPRESSION OF INTEREST TO ACT IN THE FOLLOWING POSITION:**

The Office of the Vice-Chancellor and Principal invites expressions of interest from interested suitably qualified University staff and the public to **occupy** the following position on a month-to-month basis:-

- Interim Vice-Chancellor and Principal

Interested staff and external applicants should forward a self-evaluation portfolio against the job profile outlined in the appended documents.

### **JOB PROFILE: -**

#### **1. Vice-Chancellor and Principal**



VC Job Profile.pdf

## **APPLICATION PROCEDURE**

The expression of interest and self-assessment portfolio should be submitted to the Human Resources and Development Department via email at [hr@mut.ac.za](mailto:hr@mut.ac.za). Your portfolio should be accompanied by the following documents: -

- Curriculum Vitae / Resume
- Certified copies of your qualifications
- Template for the portfolio of evidence is available on MUT Intranet, under downloads → HR&D

## **CLOSING DATE**

The closing date for submission of your expression of interest/application will be Thursday, 15<sup>th</sup> of January 2026 at 16:00.



**Dr M Makgae**  
**Chairperson of Council**





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## JOB PROFILE

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<b>TITLE</b>	<b>VICE-CHANCELLOR AND PRINCIPAL</b>
<b>PORTFOLIO</b>	

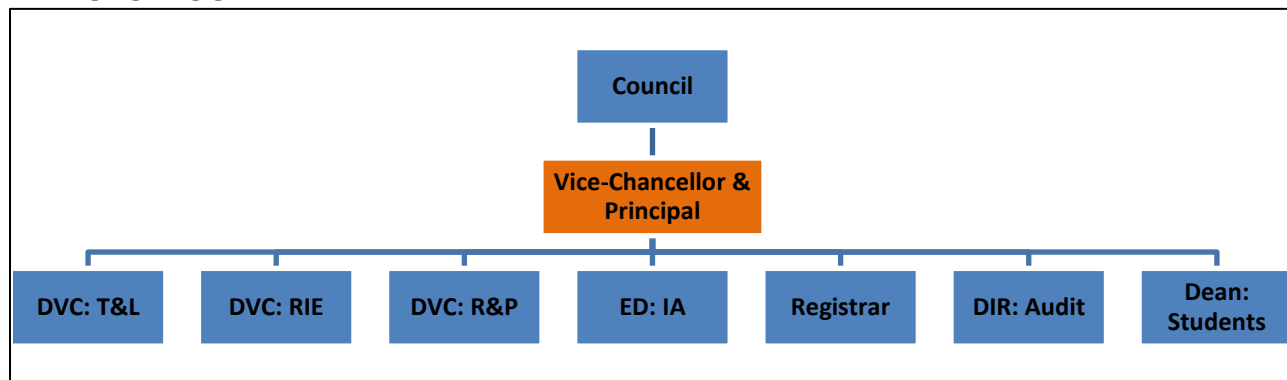
### NOTES

- This form serves as a template for the writing of job profiles
- A copy of this should be kept on file in your office
- For re-evaluations, this form must be sent to Organisational Development Specialist
- Job codes should follow a departmental pattern e.g. HRD should be **HR01** etc

## 1. POST DETAILS

Post Name	Vice-Chancellor and Principal			
Status of Post ( <i>put cross</i> )	New Post		Re-evaluation	
POST Grade ( <i>e.g., G8</i> )	P1			
POST Type ( <i>e.g., Academic Full Time</i> )	Administration			
Department Name				
Section/Unit ( <i>if applicable</i> )				
Date post was created				
<b>FOR OFFICE USE</b>				
POST Rank				
Job Code ( <i>e.g., HR24</i> )				
Post Classification ( <i>e.g., Academic</i> )				
Date of Grading				
Grading Result				

## 2. ORGANOGRAM



## 3. JOB PURPOSE

Working with Council (as the chief executive and accounting officer of the University) to provide strategic leadership and guidance (in terms of developing and driving the mission, strategies and advancement of the University), and acting as the chief advocate, ambassador and voice of the University.

## 4. JOB REQUIREMENTS

<b>Retirement Age</b>	The retirement age is 65 years. 5-year performance-based contract with the expectation of the successful incumbent to be able to serve the full 5-year term.
<b>Minimum Qualifications</b>	Doctoral qualification
<b>Minimum Experience</b>	<ul style="list-style-type: none"><li>• A minimum 10 years' experience at Senior Management level of which 5 years must be at a senior executive role, preferably in an academic or administrative institution (University, College or research council).</li></ul>
<b>Knowledge of the sector</b>	<ul style="list-style-type: none"><li>• In-depth knowledge and understanding of higher education legislation, associated industry practices, other regulatory frameworks, policies and the associated risk management thereof.</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Executive leadership skills</li><li>• Have analytical skills</li><li>• Be results oriented</li><li>• Demonstrable effective networking &amp; fund-raising skills</li><li>• Display ability to interact at all levels</li><li>• Good problem-solving skills</li><li>• Excellent communication skills</li><li>• Good interpersonal skills</li></ul>
<b>Attributes</b>	Demonstrable track record in: <ul style="list-style-type: none"><li>• Being a strategic thinker</li><li>• Being a visionary &amp; decisive leader</li><li>• Being able to make sound decisions.</li><li>• Being persuasive and influential</li></ul>

- |  |                                                                                                                                                                                                        |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"><li>• Being a team builder</li><li>• Being resilient</li><li>• Being values driven</li><li>• Understanding of SA's socio-economic and political landscape.</li></ul> |
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## 5. KEY PERFORMANCE AREAS

KEY RESULT AREA	WEIGHT	ACTIVITIES / TASKS	OUTCOMES/KEY PERFORMANCE INDICATORS
<b>1. Providing strategic leadership of the university</b>	<b>10%</b>	<ul style="list-style-type: none"> <li>• Ensure that the university has an up-to-date strategic vision in line with its mandate i.e. being a research informed university of technology</li> <li>• Ensure that the university has strategic and operational plans to achieve its mandate and vision</li> <li>• Lead the setting of goals and determination of priorities and allocation of resources in meeting mandate and vision</li> <li>• Oversee the education, learning and support of a diverse student body to ensure it is maximised for the development of both subject-specific and generic skills for employment and/or entrepreneurship.</li> <li>• Take leadership role in establishing or developing the University's culture and values.</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly articulated Council approved vision and ongoing strategy</li> <li>• Approved 5-year strategic plan</li> <li>• Approved annual performance plan</li> <li>• Healthy institutional culture</li> </ul>
<b>2. Ensuring that the university is a policies run institution</b>	<b>10%</b>	<ul style="list-style-type: none"> <li>• Ensuring that the university has institution-wide policies to support attainment of its mandate and vision</li> <li>• Ensuring that the university has institution-wide policies to promote national policy</li> <li>• Ensuring that the university has institution-wide policies to assure heightened performance</li> </ul>	<ul style="list-style-type: none"> <li>• Old policies in all operational areas within portfolios reviewed</li> <li>• New policies in all operational areas within portfolios developed</li> <li>• Strategy and policy frameworks in place</li> </ul>
<b>3. Ensuring that the university has appropriate resources (human capital, property, plant and equipment) to achieve its mandate and mission</b>	<b>5%</b>	<ul style="list-style-type: none"> <li>• Ensure the development of budgets in line with set goals and institutional priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Optimal use of resources</li> </ul>
<b>4. Ensuring university performance</b>	<b>25%</b>	<ul style="list-style-type: none"> <li>• Ensuring and overseeing the effective and responsible operation of the institution</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting of university performance targets</li> <li>• High-performing Executive team</li> </ul>

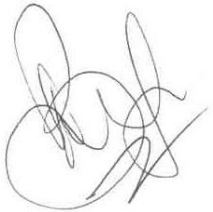
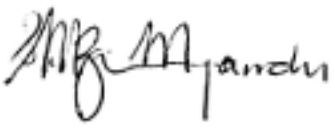
KEY RESULT AREA	WEIGHT	ACTIVITIES / TASKS	OUTCOMES/KEY PERFORMANCE INDICATORS
		<ul style="list-style-type: none"> <li>Leading the executive management team to deliver on their respective portfolio mandates</li> <li>Ensuring the appropriate and efficacious use of university resources focusing on operational excellence and solid fiscal performance.</li> <li>Prioritising the attainment of academic excellence.</li> </ul>	<ul style="list-style-type: none"> <li>Accredited academic qualifications in accordance with relevant professional bodies.</li> </ul>
<b>5. Managing university risk and ensure its sustainability</b>	<b>10%</b>	<ul style="list-style-type: none"> <li>Identify key risks and challenges facing the University and design appropriate strategies and interventions to mitigate these</li> <li>Proactively oversee and enforce University-wide compliance to section 16 (2) responsibilities of OHS Act ensuring the health and safety of all people (staff, students and visitors) within the properties and facilities of the university</li> <li>Oversee and manage that adequate operational structures are in place University-wide and enable long-term sustainability of the institution.</li> <li>Effectively manage mechanisms for quality control, compliance inspection, risk detection and reporting.</li> <li>Oversee the University's compliance with provisions of the law, Statutes, Ordinances and Regulations</li> </ul>	<ul style="list-style-type: none"> <li>A university that is able to meet its mandate and achieve its vision</li> <li>A healthy and safe University environment</li> <li>Identified risks and proactively managed</li> </ul>
<b>6. Ensuring financial sustainability of the university</b>	<b>5%</b>	<ul style="list-style-type: none"> <li>Effective and efficient management of all University financial resources in accordance with University policy and regulatory requirements.</li> <li>Develop strategies to grow University revenues and academic and research funding.</li> <li>Oversee the development, implementation and management of a sustainable and holistic University-wide funding model that will ensure a sound and sustainable future for the University.</li> </ul>	<ul style="list-style-type: none"> <li>Well-designed funding strategies that ensure long-term financial sustainability</li> <li>Strategies to manage expenses and optimization of available resources</li> </ul>



KEY RESULT AREA	WEIGHT	ACTIVITIES / TASKS	OUTCOMES/KEY PERFORMANCE INDICATORS
<b>7. Reporting on behalf of and about the university and its operations</b>	<b>15%</b>	<ul style="list-style-type: none"> <li>• Implement, oversee and manage efficient and effective monitoring, evaluation and reporting mechanisms across the University</li> <li>• Provide accurate regular reports to Council on performance against approved policies, agreed plans and allocated resources</li> <li>• Provide accurate requested reports by relevant and authorized stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehensive, accurate and informative reports that present honest University-wide financial and operational status</li> <li>• Effective compliance tools / mechanisms in place</li> <li>• Compliant institution</li> </ul>
<b>8. Ensuring positive strategic stakeholder relations</b>	<b>15%</b>	<ul style="list-style-type: none"> <li>• Effectively manage all stakeholder engagement / relations, i.e. staff and management participation in University activities, Schools and Directorate interactions and University-Community relations.</li> <li>• Advocate for the University and foster effective and ongoing dialogues within all levels of government, community at large, and local and international funding and research partners</li> <li>• Appropriately represent the University externally and protect and enhance the overall University reputation.</li> </ul>	<ul style="list-style-type: none"> <li>• Engaged stakeholders receiving efficient and reliable service</li> <li>• Well-regarded institutional reputation</li> </ul>
<b>9. Being a line manager</b>	<b>5%</b>	<ul style="list-style-type: none"> <li>• Manage and provide strategic support to Executive team and inspire them to deliver in their respective areas</li> <li>• Effectively oversee senior management performance agreements in meeting institutional strategic goals</li> <li>• Ensure that the portfolio is managed in line with human resources and financial policies of the university</li> <li>• Manage budgets allocated to the portfolio</li> </ul>	<ul style="list-style-type: none"> <li>• No negative audit findings</li> <li>• Enthused subordinates</li> </ul>

## 6. CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Position	Name and Surname	Signature	Date
<b>SENIOR DIRECTOR: HR&amp;D</b>	Dharamraj Brijlal		07 September 2022
<b>CHAIRPERSON OF COUNCIL</b>	Sanelisiwe Mnyandu		07 September 2022

## 7. ACCEPTANCE

- 7.1. I have read this document and agree to undertake the duties and responsibilities as listed above. I acknowledge that I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.
- 7.2. I acknowledge that this document is supplemented by a performance contract that I will develop and agree with the Chairperson of Council within two months of my assuming my responsibilities in this position.

Name and Surname of Incumbent	Signature	Date