

JOB DESCRIPTION

REFERENCE NUMBER: AP1149
JOB TITLE: Registrar
LOCATION: Vanderbijlpark

BACKGROUND TO POSITION: 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.
- 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

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recognised and locally relevant. Community Engagement at VUT is guided by the principle of engaged scholarship 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.

The Vice-Chancellor & Principal is seeking like-minded professionals keen to contribute to the strategic direction and turnaround of the **Vaal University of Technology**. Therefore, the incumbent should provide leadership and strategic oversight as follows:

- As a member of the Executive Management, the Registrar provides effective and ethical leadership to the University. Inter alia this requires the Registrar to contribute meaningfully and effectively to strategy-setting and implementation thereof as well as the setting of a long-range vision for the University.
- As secretary to the Council, Senate and Convocation, the Registrar provides the services necessary for them to fulfil their statutory mandate and governance roles. The Registrar's role as statutory secretary is to advise and guide these governing structures on corporate governance, legal requirements and their statutory mandates. Inter alia this requires the Registrar to ensure compliance with relevant legislation and regulations and adherences to principles of good governance.
- Provide strategic leadership for the University's Strategic Enrolment Management (SEM) and academic administration and in this role to be accountable and have overall responsibility for the value chain of academic administration of the University, student record, certification and all systems supporting student recruitment, admission,

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registration and examination. This requires the Registrar to ensure the integrity of VUT qualifications, information and records.

- Be accountable and responsible for all student judicial matters across the university. In addition, the Registrar plans, organizes, directs, controls, reviews and oversees the interpretation and implementation of VUT policies and legislation.
- Support the University's executive officers (Vice-Chancellor, Deputy Vice-Chancellor and CFO), deans, executive directors, heads of departments and to give leadership in the academic administration of the University and to contribute advise across a wide range of internal structures.
- As a member of the executive of the University, the incumbent will actively support the Vice-Chancellor (VC) and Principal in the strategic leadership and management of the University and in supervising academic and 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.

KEY PERFORMANCE AREAS:

The key performance areas include but are not limited to:

- Academic Administration
- Governance
- Legal Services
- Systems Analyses and Development
- Monitoring, evaluation and reporting
- Strategy development, policy and execution

INHERENT CRITERIA:

Minimum Qualification(s)

- A Master's degree or equivalent.
- A PhD and/or Postgraduate/graduate studies in corporate governance/law will be an added advantage.

Minimum Experience

- 10 years of relevant experience in a related environment at tertiary institution of which 5 years should have been in a senior

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- management role.
- A very strong understanding of the Higher Education policy landscape nationally and internationally.
- Demonstrated understanding of issues affecting student access and success.
- Excellent knowledge and understanding of corporate governance issues within academia.
- Experience in addressing manifestations of inequality and transformation within the Higher Education environment.
- Knowledge of the use of at least one proprietary and open-source learning management system.

Skills

- Strategic Leadership
- Transformational Leadership
- Communication Skills (Written and Verbal)
- Networking
- Stakeholder Engagement
- Strong Business Analytical Skills
- Budgetary Knowledge
- Computer Proficiency
- Flexibility/Adaptability
- Organisational Understanding
- Project Management
- Resilience
- Results Orientation

APPLICATION REQUIREMENTS:

- A motivation explicitly stating experience or knowledge in the above-mentioned fields.
- A comprehensive Curriculum Vitae.
- An abridged CV.
- Vaal University of Technology's completed Job Application form. Click here to download: <https://www.executivetalenting.co.za/wp-content/uploads/VUT-Application-of-Employment-Form-updated.pdf>
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document. Foreign qualifications must be accompanied by an evaluation certificate from SAQA.

To apply please forward your application quoting reference number **AP1149** to Genevieve Michel c/o carmen1149@talenting.co.za

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Incomplete applications will not be considered!