



POSITION: EXECUTIVE DIRECTOR: STUDENT AFFAIRS AND EXTRACURRICULAR DEVELOPMENT (ED: SAED)

FIVE (05)-YEAR FIXED-TERM CONTRACT
POST LEVEL 3
REF:26/H19

The Tshwane University of Technology (TUT) seeks to appoint a suitably qualified individual to the position of Executive Director: Student Affairs and Extracurricular Development (ED: SAED). This is a five-year performance-based contract, and the incumbent will report directly to the Vice-Chancellor and Principal.

The incumbent will be responsible for promoting academic excellence and enhancing the institution's stature by providing strategic and operational leadership for the Division of Student Affairs. This division includes Extracurricular Development, Student Governance and Leadership Development, Sports and Recreation, Health and Wellness, Student Accommodation, Residence Life, and Catering.

Additionally, the incumbent will oversee the development of extracurricular activities for students that align with the institution's learning outcomes. These activities should support, extend, and enrich the academic life of all students, including those with special needs. The incumbent is also expected to foster a performance culture that empowers both students and employees within the Division.

This is a 5-year fixed-term contract position. The University reserves the right not to extend the contract upon its expiry. Should the University elect to renew the contract, such renewal will, among other things, be subject to the outcome of a performance evaluation and will be for one term only.

MINIMUM REQUIREMENTS

QUALIFICATION:

- NQF level 10 (A relevant Doctorate Degree).

EXPERIENCE:

- 10 years' related experience in a Student Affairs environment and governance, of which the last 5 years have been in a senior leadership role;
- Demonstrable general dynamic leadership and management abilities;
- Familiarity with the higher education legislative environment and transformation imperatives;
- Demonstrable ability in conceptualising, planning and implementation of student development programmes and initiatives;
- Has demonstrated a track record of managing Student Affairs portfolios and running a unit of a reasonable size;
- Has a successful record of leadership and teamwork;
- Has the ability to mobilise and inspire others towards shared goals;
- Understands the operations and affairs of a university environment;
- Think strategically and operationalise into plans and projects;
- Plan and manage budgets;
- Computer literate (MS Office software: MS Word, Excel, PowerPoint).

OTHER SPECIAL REQUIREMENTS:

- Required to travel;
- Valid Driver's licence.

KEY COMPETENCIES:

- Analytical Thinking and Problem Solving;
- Building Interpersonal Relationships;
- Client/Student Service and Support;
- Effective Communication;
- Awareness of University Environment;
- Professional Knowledge and Skills;
- Developing Partnerships;
- Facilitating Change;
- People and Resource Management;
- Strategic Leadership;
- Decision-Making and Judgment;
- Negotiation Skills.

Enquiries: **Dr PS Zulu – Executive Director: Human Resources and Transformation**

Tel: 012 382 4795

Closing Date: 20 September 2026

Application Procedures

To apply, please submit the following, together with a fully completed application form available on the TUT website at www.tut.ac.za/vacancies, to Recruitment8@tut.ac.za by no later than 20 September 2026: A Curriculum Vitae

- Certified copies of qualifications and Identity document. All applicants with international qualifications are required to submit a SAQA evaluation certificate
- A detailed motivation regarding your suitability for the position for which you are applying, as well as how you meet each of the stipulated requirements. A brief statement setting out your vision for the position
- The names and contact details of 3 work-related referees, one of which should preferably be your current or recent line manager. The University may require further referees. Incomplete applications will not be considered.

Please also note that failure to submit the requested documents/information will result in your application not being considered.

Tshwane University of Technology is an Equal Opportunity and Affirmative Action Employer. All appointments will be made in accordance with the University's Employment Equity Policy.

Preference will be given to candidates from the designated groups, and the University reserves the right, in its sole discretion, not to make an appointment. Applicants may be required to undergo further verification and evaluation. Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

By applying, you consent to the processing of your personal information in line with the Protection of Personal Information Act (POPIA).