



**Tshwane University
of Technology**

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**POSITION: SENIOR DIRECTOR: STRATEGIC SUPPORT
OFFICE OF THE VICE-CHANCELLOR AND PRINCIPAL
FIVE (5)-YEAR FIXED-TERM
POST LEVEL 4
REF. 26/J28**

Tshwane University of Technology is looking for a Senior Director: Strategic Support. This position reports directly to the Vice-Chancellor and Principal. The successful candidate will provide administrative and strategic support as well as advice to the Vice-Chancellor and Principal.

Additionally, the role involves managing, coordinating, and promoting strategic projects within the office of the Vice-Chancellor and Principal. The Senior Director will also assist the Office of the Vice-Chancellor and Principal in its liaison with strategic stakeholders such as University Consortiums, as well as the Department of Higher Education and Training (DHET) and the Department of Science, Technology and Innovation (DSTI).

Minimum Requirements

Qualification

- NQF Level 10 (Relevant Doctoral Degree)

Experience

- A minimum of seven (7) years in a public higher education institution.
- A minimum of seven (7) years in the higher education sector/policy level.
- Demonstrated experience in planning and successfully executing complex higher education projects at a strategic level.
- A minimum of five (5) years' senior management/leadership experience.

Knowledge

- Working knowledge of the national policy and legislative landscape governing higher education in South Africa.
- Current Labour Legislation

People with disabilities are encouraged to apply.





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- Promotion of Access to Information Act

- The mandate of the Council on Higher Education (CHE), the South African Qualifications Authority (SAQA), the National Qualifications Framework (NQF) and other regulatory bodies on higher education.
- Knowledge of operations and affairs of a university environment.

Skills

- Proven managerial leadership track record
- Strategic Management and Planning
- People Management skills
- Fundamental Educational and Research Principles
- Communication and Interpersonal skills
- High-level conceptual and writing skills
- Conflict handling skills
- Excellent organisational skills
- Ability to work effectively as a member of a team
- Familiarity with Microsoft Office software, including MS Word, Excel, PowerPoint and MS Project
- Stakeholder management Skills

Critical Performance areas include:

- Build essential relationships and manage special projects with university-wide impact.
- Conduct ongoing research on higher education policy and legislative developments for strategic consideration by the Vice-Chancellor and Principal.
- Coordinate university responses to new policies and provide strategic advice regarding their implications for Tshwane University of Technology.
- Develop strategy, briefing documents, and position papers on key strategic matters.
- Cultivate networks and partnerships with key higher education organisations and the departments of DHET and DSTI.
- Conduct high-level benchmarking to support strategic project execution.
- Represent the Office in various forums and prepare comprehensive reports as required.
- Preparation and coordination of critical documents, including reports, speeches, and presentations for the Vice-Chancellor and Principal.





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Enquiries: Dr PS Zulu – Executive Director: Human Resources and Transformation
Tel: 012 382 4795
Closing Date: 02 August 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 RecruitmentHum@tut.ac.za by not later than 02 August 2026. • A Curriculum Vitae • Certified copies of qualifications and Identity document. All applications 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).

