Head of Department: Student Development and Support Unit
DEPARTMENT OF STUDENT DEVELOPMENT AND SUPPORT
Campus: Polokwane
Post Level 6
Ref. 25/323

The Department of Student Development and Support (SDS) in Directorate Higher Education Development and Support (HEDS) has a Head of Department position available at the Polokwane Campus.

INSTRUCTIONS: **Applicants are required to submit together with the CVs, a standardized application form available from the university intranet as well as recently certified copies of qualifications and Identity Document. Failure to comply with this instruction will disqualify the candidate. Further note that candidates may be expected to make a presentation or undergo competency testing.**

Critical Performance Areas

1. Participate in strategic management of the SDS directorate
2. Strategic management of at least one SDS programme across all learning sites/campuses
3. Operational management of an SDS unit
   - Operationalisation and execution of SDS programmes
   - Management of human resources at the SDS unit
   - Management of financial resources
   - Asset and technology Control
4. Service subject and teaching management
5. Participate in the Campus Management Committee
6. Formulation and implementation of policies
7. Research
8. Represent SDS on institutional project teams, and external and national fora

Minimum Requirements

Qualification

• Relevant Doctorate Degree in a field of Student Development and Support (Psychology or Education)

People with disabilities are encouraged to apply.

Professional registration

- Registration as a psychologist with the Health Professions Council of South Africa.

Experience (minimum)

- 4 years relevant managerial or programme management experience in a field of student development and support.
- Senior Psychologist: Registered as a psychologist with the Professional Board of Psychology for more than three years.
- Experience in institutional coordination of first-year experience programmes will be an added advantage.

Knowledge and Skills

Knowledge

- Knowledge of the facilitation of cross functional teams
- Knowledge of the supervision of staff and activities
- Professional knowledge of skills development and support functions: human behaviour: counselling (individual, group) psycho-education, facilitation skills.
- Knowledge and insight into the broader higher education system
- HPCSA Professional Board for Psychology regulations and ethical guidelines

Skills

- Report writing
- Advanced computer literacy (specifically MS Office packages, MERS, Student Tracking System, learning management systems, iEnabler)
- Teamwork
- Collaboration and building partnerships
- Conflict management
- Facilitation skills (meetings, planning, conflict, motivational, learning and development)
- Presentation skills
- Project management
- Management skills: Time management, motivation, listening skills.

Send your CV to: RecruitmentMM@tut.ac.za
Enquiries: Dr S Dockrat, Tel 012 382-5076 / DockratS@tut.ac.za
Closing Date: 04 July 2025

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If we have not responded within a month from the closing date, you should regard your application as unsuccessful. Correspondence will only be entered into with short-listed candidates. The University reserves the right not to make an appointment. It is the intention of the University to promote representativity in respect of race, gender and disability through the filling these posts. Preference will be given to candidates from the designated groups.

Candidates may be required to make a presentation, undergo competency testing, complete psychometric assessments and/or submit a portfolio.

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