

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our *ENVISION2030* strategy, DUT's DNA has two strands, namely '*people-centred and engaged*' and '*innovative and entrepreneurial*'. These are interwoven intrinsically by a number of double pairs consisting of '*values and principles*' that bind our double-helix together. The extrinsic expression of our DNA is via *The DUT-Way*; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that has been recognized recently when *The Times Higher Education's World University Rankings* placed DUT within the top 500 of Universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

## **Post: Director – Cooperative Education (Ref 934)**

### **Minimum Requirements:**

- A PhD or Doctorate degree in a relevant Science OR Engineering OR Technology field OR Equivalent (NQF Level 10)
- 5 years' experience in a senior management position within a higher education environment OR Science Council environment OR Similar Industry
- 5 years' experience in Co-operative Education/Work-Integrated Learning and/or Career Services
- 2 years' experience implementing entrepreneurship programmes with relevant stakeholders and preparing graduates as job creators and not just job seekers

### **Preferred Qualification:**

- A PHD or Doctorate or equivalent in a relevant Science, Engineering and Technology field preferably offered by DUT

## Key Responsibilities:

- Develops short- and long-term plans to promote co-operative education and placement opportunities, locally and abroad, within faculties, staff and students, and externally to the business, industry and government communities, as well as to alumni
- Measure and monitor the achievement of strategic objectives of the Co-operative Education unit and initiate corrective actions where required
- Oversees the development, review and implementation of relevant policies, procedures and systems in accordance with the relevant legislative requirements, national standards and international best practices, e.g.: placement of international students in conjunction with the international office
- Provides input and guidance to DVC RIE on Co-operative education and placement matters to support decision-making and management processes
- Identifies Co-operative Education and placement trends and benchmark best practices both nationally and internationally
- Continuously seek to introduce opportunities of improvement
- Provides strategy on composition of advisory boards, their operations, monitoring and evaluation
- Drafts and communicates the division's operation business plan to ensure alignment to DUT's strategic objectives
- Monitors progress of operational deliverables
- Identifies strategic and operational risks and oversee that plans are in place to mitigate risks
- Monitors the implementation of risk related action plans and report progress to DVC responsible for Research, innovation and Engagement (RIE)
- Oversees the strategies for Co-operative Education and strategic placements
- Supports faculties/ Deans in program development related to co-op to ensure the appropriate experiential learning model is implemented for students
- Supports faculties/ Deans in program development related to staff industry placements and arranging guest industry lectures for relevant faculties
- Provides direction to co-op coordinators in carrying out activities to support the career development for all co-op students of each faculty
- Integrates new technologies into planning and curriculum development and delivery
- Communicates and interacts with all Deans and faculties related to co-op education
- Represents each faculty within DUT at national and international conferences/events related to experiential learning / cooperative education
- Manages the content, publications and currency of the Co-op web pages and the co-op Social Network accounts (ie. twitter, facebook, etc.)
- Analyses employer and faculty needs relative to cooperative education and develops innovative solutions that match those needs
- Deploys appropriate controls and procedures to effectively and efficiently manage all aspects of the placement of students
- Recognises and determines strategies to take advantage of upcoming labour market trends
- Develops strategies to build, maintain and enhance relationships with employers and organisations to ensure the visibility of DUT and the Cooperative Education unit, and proactively improve DUT's co-op service offerings
- Assesses and presents strategies for generating revenue and maximizing benefits of relationships with business and industry
- Actively leads in developing and maintain the DUT's student job posting and employer database system
- Initiates and maintains relationships with commerce, industry, Government, community, NGO's, UN organisations and other relevant institutions, regionally, nationally and internationally
- Develops linkages and networks with local, regional, national and international higher education institutions in order to inter alia, share experiences and identify developing trends in experiential training
- Actively pursues contact with donor agencies
- Oversees student placement activities such as Student Counselling, career advice, work preparedness and life-skills development programmes
- Manages the accreditation of industry workstations for experiential learning
- Oversees Student performance within industry workstations/ placement sites
- Analyses labour market information and determines strategies to take advantage of emerging occupational trends and to integrate faculty planning related to co-op job development, curriculum development and its relevance to successful workterms, locally and abroad

- Develops research methods that incorporate these into statistical analysis necessary for both marketing and translation for access to new funding
- Prepares reports for purposes of reporting to various structures as required, in accordance with the reporting schedule
- Reviews monthly reports received from direct reports
- Consolidates monthly reports on Co-operative education programmes and placement related metrics, identify trends and opportunities for improvement and submit reports to DVC RIE
- Compiles monthly reports on operational and running cost
- Oversees the maintenance of proper up to date records and reporting system 10% Financial Management and Budgeting
- Oversee cost control and performance, actively seeking to improve efficiency, reduce operating costs, increasing margin whilst meeting budget within Co-operative Education
- Compile budget for the Co-operative Education unit
- Review and approve cost and expense items in area of responsibility
- Monitor and manage expenses to ensure compliance to budget
- Address any non-compliance
- Report on capex and operational costs
- Manage a team of direct report and maintain a climate conducive for team motivation and performance
- Analyse the Human Capital plan, determine the relevant deliverables and set performance targets for the own team in the department
- Complete management actions within the required time frames
- Monitor departmental performance in accordance with the metrics agreed upon in the performance agreements and Extended annual performance plans
- Set clear performance standards, monitor performance, provide feedback, acknowledge good performance and where required, address non-performance
- Complete performance agreements for direct reports within agreed timeframe
- Create and maintain a climate conducive for team motivation and performance to enable the team to deliver on set targets
- Initiate pro-active and corrective actions as required to ensure service delivery
- Manage the department in accordance with policies, procedures and legal requirements
- Coach reportees by providing clear feedback on performance and provide constructive suggestions to improve performance
- Monitor and evaluate the impact of own reportees' development interventions on performance

### **Salary: Market related**

**Contact Person:** Mr. S Patchappan

**Email Address:** careers@dut.ac.za

**Status of Position:** 5year contract

Please complete an **official application for employment form** and send a **detailed CV, copies of ID, qualifications and a covering letter** with the **exact name of the post you are applying for** to: [Careers@dut.ac.za](mailto:Careers@dut.ac.za)

### **Kindly note:**

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

### **Closing date: 06 August 2022**

"While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University's equity policy" The University reserves the right NOT to make an appointment.