VAAL UNIVERSITY OF TECHNOLOGY
Inspiring thought. Shaping talent.

INTERNAL & EXTERNAL VACANCY

DIVISION:	DVC: Resources & Operations
DEPARTMENT:	Human Resources Operations
POST:	Manager: Talent Acquisition and Requisition
POST NUMBER:	2225
PEROMNES GRADE:	6

JOB DESCRIPTION & KEY PERFORMANCE AREAS

Key performance areas include but are not limited to:

- Lead end-to-end Talent Acquisition and Recruitment & Selection.
- Develop proactive sourcing strategies and talent pipelines for critical and scarce skills.
- Manage and validate recruitment requisitions against establishment, funding and workforce requirements.
- Drive recruitment turnaround, service standards and candidate experience.
- Champion the University's e-Recruitment system, automation and recruitment analytics.
- Ensure compliance with legislation, Employment Equity, University policy and governance requirements.
- Provide recruitment intelligence and dashboards to support management decision-making.
- Lead and develop the Talent Acquisition team, including HR Consultants and recruitment support staff.

The full profile specifically requires the function to move beyond conventional vacancy advertising towards proactive sourcing, professional networks, digital channels and critical-skills talent pipelines.

QUALIFICATIONS AND EXPERIENCE

Minimum Requirements

- An appropriate NQF Level 7 qualification in Human Resources Management, Industrial/Organisational Psychology, Talent Management, Business Management or a related field.
- A relevant postgraduate qualification will be advantageous.
- A minimum of 8 years' relevant experience in Recruitment, Talent Acquisition or a related HR environment, with substantial management or senior specialist experience.
- Demonstrate experience in strategic sourcing, complex recruitment, e-Recruitment/ATS systems, recruitment analytics, Employment Equity, senior stakeholder engagement and team leadership is required.
- Experience in scarce-skills, academic, specialist, technical or senior-level recruitment will be advantageous.

- Registration with HR Professional body (e.g.SABPP or IPM) is a requirement.

ADDED ADVANTAGE

- We are looking for a proactive, results-driven talent acquisition professional who finds talent rather than simply waits for applications. The successful candidate must combine urgency with sound judgement, use technology and data effectively, and have the confidence to engage senior stakeholders while building a modern, high-performing Talent Acquisition function.

SKILLS AND COMPETENCIES

- Strategic orientation
- Talent sourcing
- Drive and execution
- Stakeholder influence
- Digital orientation
- Analytical capability
- Governance and judgement
- Leadership
- Change management

APPLICATIONS SHOULD INCLUDE

- No manual applications will be accepted. Incomplete applications without the required supporting documents and credentials on the VUT - ERMS will be disregarded.
- Only applications made on the VUT - ERMS will be considered.
- Communication will be entered into with short-listed candidates and unsuccessful applicants will be notified on the VUT - ERMS platform.
- Certified copies of all certificates/degrees should be uploaded on your VUT - ERMS Job Seeker profile.
- Certified copy of ID should be uploaded on your VUT - ERMS Job Seeker profile.

HR CONTACT PERSON

HR Business Partner: Sandra Rudy Mordaunt
Email: sandram@vut.ac.za

Please Note: Submission of such copies entitles the Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must submit a SAQC certificate of evaluation.

VUT is an equitable opportunity and affirmative action employer. In line with the spirit of the Employment Equity Act, preference for this position will be for Africans, Coloureds, as well as people with disabilities,

in line with VUT Employment Equity Plan and Recruitment Policy.

VUT reserves the right not to make an appointment.

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

HOW TO APPLY

To apply for this position, please register or log into the VUT ERMS (https://erecruitment.vut.ac.za).

Closing Date for Applications:
20 November 2026



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