JOIN THE TEAM

Ubuntu

Integrity

Diversity

Innovation

Excellence

Central University of Technology, Free State

Executive Secretary to Executive Director: Resources and Operations (P9)

📍 Bloemfontein Campus

RESOURCES AND OPERATIONS | Office of the ED: Resources and Operations | Ref: 220

About the position

Main purpose of the job

Responsible for the coordination of multiple simultaneous activities (operations and planning) to support the relevant Executive Manager to achieve the strategies and goals of the respective division.

Main tasks

1. Provide secretarial and reception services
2. Provide financial administrative support
3. Provide general administrative support
4. Provide logistical support
5. Provide liaison/client care
6. Assist in the development and submission of reports

About the appointment

Nature of appointment	Permanent
Minimum salary scale (Total Cost to Company)	R 641 532 per annum

Note: CUT applies an internal parity model to determine remuneration that complies with the principle of "equal pay for work of equal value". Accordingly, the preferred candidate may expect an offer that is in line with their qualifications and years of similar experience. Please contact the Recruitment office for more information on the applicable salary scale.

What are we looking for?

Minimum Qualification/ Knowledge and/or Experience	• A relevant Diploma/Advanced Diploma in Office Administration, Business Management, Public Administration, or a related field. • At least 5 years' experience in an administrative support role to a Senior- or Executive Manager.
Desired Qualification, Knowledge and/or Experience	• An applicable postgraduate qualification in Office Administration, Business Management, Public Administration, or a related field. • At least 7 years' relevant experience. • Professional certification at the Office Professionals of South Africa (OPSA) or similar.

Interested?

Job-Related Enquiries	Mr. Setumo Llale	✉ sllale@cut.ac.za
Remuneration, Benefits and Process Enquiries	Recruitment Office	✉ jobs@cut.ac.za

To find out more or to apply, visit www.cut.ac.za/careers or https://cut-employee.simplify.hr/

CLOSING DATE FOR APPLICATIONS – 29 August 2025

THINKING BEYOND