



Central University of  
Technology, Free State

# JOIN THE TEAM

Customer service

Integrity

Diversity

Innovation

Excellence

## Administrative Assistant: Disability Services (P12)



Bloemfontein Campus

TEACHING AND LEARNING | Centre for Innovation in Learning and Teaching | Ref 1366



About the  
position

### Main purpose of the job

To provide administrative support to and liaison for the relevant unit.

### Main tasks

- |                                       |  |
|---------------------------------------|--|
| 1. Administrative support services    | 2. Office management and logistical support services |
| 3. Student and academic staff support |  |



About the  
appointment

### Nature of appointment

Permanent Support Services

### Minimum salary scale (Total Cost to Company)

R254 191 per annum  
(2021 Salary Scales to be Confirmed)

*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

- Relevant Diploma or degree
- 1 years of experience relating to disabilities or student support

### Desired Qualification/ Knowledge and/or Experience

- Relevant Degree

*Note: Preference in shortlisting may be given to differently abled (candidates with disabilities) and/or local candidates.*



Interested?

### Job-Related Enquiries

Mr MB Manyarela ☎ 051 507 3704 ✉ [mmanyarela@cut.ac.za](mailto:mmanyarela@cut.ac.za)

### Remuneration, Benefits and Process Enquiries

Recruitment Office ☎ 051 507 3012 ✉ [jobs@cut.ac.za](mailto:jobs@cut.ac.za)

**To find out more or to apply, visit [www.cut.ac.za/careers](http://www.cut.ac.za/careers) or  
<https://cut.jb.skillsmapafrica.com/>**

**CLOSING DATE FOR APPLICATIONS – 5 March 2021**

THINKING BEYOND