



Central University of  
Technology, Free State

# JOIN THE TEAM

Customer service

Integrity

Diversity

Innovation

Excellence

## Committee / Administrative Officer (P10)



Bloemfontein Campus

REGISTRAR | Committee Services | Ref 546



About the  
position

### Main purpose of the job

Mainly to provide required logistical and administrative support to the University's committees so that they can perform effectively. Secondly, to provide effective secretariat support to a minimum of three committees.

### Main tasks

- |  |                                   |
|--|-----------------------------------|
| 1. Provide administrative and logistical support to Committee Services | 2. Maintenance of meeting records |
| 3. Compile meeting agendas, take and circulate minutes of meeting      |                                   |



About the  
appointment

### Nature of appointment

Permanent support services

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

R373 905 (2020 Salary Scales still to be finalised)



What are we  
looking for?

### Minimum Qualification/ Knowledge and/or Experience

- Grade 12
- 3 years relevant experience in a committee/secretariat environment
- MS Word (Intermediate)

### Desired Qualification, Knowledge and/or Experience

- Relevant Diploma or Degree (e.g. B. Admin or Public Administration)
- 4 years' experience in a committee/secretariat environment at a Tertiary Educational Institution



Interested?

### Job-Related Enquiries

Mrs L Venter ☎ 051 507 3057 ✉ [liventer@cut.ac.za](mailto:liventer@cut.ac.za)

### Remuneration, Benefits and Process Enquiries

Ms N Setlaba ☎ 051 507 3913 ✉ [nsetlaba@cut.ac.za](mailto:nsetlaba@cut.ac.za)

To find out more or to apply, visit [www.cut.ac.za/careers](http://www.cut.ac.za/careers) or send an email to [jobs@cut.ac.za](mailto:jobs@cut.ac.za)

CLOSING DATE FOR APPLICATIONS – 24 January 2020

THINKING BEYOND