

## Committee / Administrative Officer (P10)



REGISTRAR | Committee Services | Ref 546



## Main purpose of the job

circulate minutes of meeting

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

## Main tasks

Provide administrative and logistical support to Committee Services	2. Maintenance of meeting records
3. Compile meeting agendas, take and	

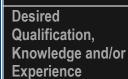


Nature of appointment	Permanent support services
Minimum salary scale (Total Cost to Company)	R373 905 (2020 Salary Scales still to be finalised)



Minimum
Qualification/
Knowledge and/or
Experience

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



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



Job-Related Enquiries	Mrs L Venter	<b>2</b> 051 507 3057	⊠ liventer@cut.ac.za
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