



Central University of
Technology, Free State

JOIN THE TEAM

Customer service

Integrity

Diversity

Innovation

Excellence

Dean: Student Affairs (P4)



Bloemfontein Campus

REGISTRAR | Student Services | Ref 164



About the
position

Main purpose of the job

To direct and oversee the operation of the Wellness, Governance, Operational Sport and Residence units of the University. Ensuring that the services rendered by these units meet the needs of the students and are in line with the University's strategic vision, policies and procedures.

Main tasks

- | | |
|---|---|
| 1. Develop policies and strategic plans for the section | 2. Oversee the services and functioning of the following units: <ul style="list-style-type: none"> o Wellness Centre o Operational Sport o Residences o Governance & Student Life |
| 3. Manage the performance and development of staff | 4. Develop, implement and monitor a budget for the section |
| 5. Implement output monitoring systems within the section | 6. Provide reports |
| 7. Represent the section internally at different forums and the university at external forums | |



About the
appointment

Nature of appointment

Five-year Senior Manager performance-based contract

Minimum salary scale (Total Cost to Company)

R1 398 329 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.

Candidates will be recruited and appointed in accordance with the Employment Equity and Affirmative Action Programmes of the Central University of Technology, Free State.

Female candidates, in particular, who meet the stated requirements are encouraged to apply.

Minimum Qualification/ Knowledge & Experience

- Master's degree in social sciences or Education
- 8 years relevant experience, with 5 years in a leadership role, preferably in a higher education environment
- Understanding of South African Higher Education Policy framework and legislation e.g. Higher Education Act 101 of 1997
- Project Management Skills
- Report Writing Skills
- Proficiency in Excel & word (Intermediate level)

Desired Qualification, Knowledge And/Or Experience

- Doctorate in Social Sciences or Education
- 10 years relevant experience, with 5 years in a leadership role, preferably in a higher education environment



What are we
looking for?



Interested?

Job-Related Enquiries

Dr N Mrwetyana

☎ 051 507 3150

✉ nmrwetyana@cut.ac.za

**Remuneration, Benefits and
Process Enquiries**

Ms N Setlaba

☎ 051 507 3913

✉ nsetlaba@cut.ac.za

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

CLOSING DATE FOR APPLICATIONS – 12 March 2021

THINKING **BEYOND**