



Central University of
Technology, Free State

JOIN THE TEAM

Ubuntu

Integrity

Diversity

Innovation

Excellence

Senior Committee Officer (P9)



Bloemfontein Campus

Registrar | Committee Services | Ref 546



About the
position

Main purpose of the job

Rendering of a high-level professional secretariat function to the university's high-level decision-making governance structures, so that they can perform effectively.
Facilitate and ensure the efficient running of meetings, manage the decision-making processes, ensure compliance, and manage the communication and implementation of decisions.
Provide high-level strategic support/required logistical and administrative services.

Main tasks

1. Administration of meetings
2. Report writing



About the
appointment

Nature of appointment Permanent Support

**Minimum salary scale
(Total Cost to Company)** R 572 311 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	<ul style="list-style-type: none"> • M + 3 in appropriate discipline e.g., business/secretarial/public administration, or equivalent • 3 years relevant experience in a committee/secretariat environment
Desired Qualification, Knowledge and/or Experience	<ul style="list-style-type: none"> • At least a B-degree (or higher) or equivalent with English as a major • more than 5 years' experience in a committee/secretariat environment at a tertiary education institution



Interested?

Job-Related Enquiries	Ms L Venter	✉ liventer@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.simplify.hr>

CLOSING DATE FOR APPLICATIONS – 20 October 2023

THINKING BEYOND