



Central University of  
Technology, Free State

# JOIN THE TEAM

Customer service

Integrity

Diversity

Innovation

Excellence

## Secretary to Campus Director: Welkom (P11)



Welkom Campus

RESOURCES AND OPERATIONS | Welkom Campus | Ref 4512



About the  
position

### Main purpose of the job

To provide secretarial and administrative support to the Campus Director: Welkom

### Main tasks

- |   |                               |
|---|-------------------------------|
| 1. Provide secretarial and reception services | 2. Manage the office          |
| 3. Provide administrative support             | 4. Provide logistical support |



About the  
appointment

### Nature of appointment

Permanent support services

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

R296 410 (2020 Salary Scales still to be finalised)



What are we  
looking for?

### Minimum Qualification/ Knowledge and/or Experience

- Grade 12 with 2 years related experience or a relevant Diploma/Certificate.
- Advanced MS Office knowledge

### Desired Qualification, Knowledge and/or Experience

- Relevant three year qualification and more than three years related experience



Interested?

### Job-Related Enquiries

Prof S Makola ☎ 057 910 3502 ✉ [smakola@cut.ac.za](mailto:smakola@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