



Central University of  
Technology, Free State

# JOIN THE TEAM

Ubuntu

Integrity

Diversity

Innovation

Excellence

## Assistant Manager: Primary Health Care Centre (P8)

REGISTRAR | Wellness Centre | Ref 827



Bloemfontein Campus



About the  
position

### Main purpose of the job

To manage and oversee the provision of Primary Health Care Services to the students and staff of the University

### Main tasks

- |  |  |
|--|--|
| 1. Develop policies and procedures to ensure the effective functioning of the Primary Health Clinic and the services it provides | 2. Manage the provision of Primary Health Care Clinic services |
| 3. Manage the administration of the clinic   | 4. Facilitate training, information, and briefing sessions     |
| 5. Co-manage the performance and development of staff  | 6. Compile and submit reports                                  |
| 7. Represent the unit internally and externally at different forums  |  |



About the  
appointment

### Nature of appointment

Permanent Support Services

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

R 597 829 per annum  
(2022 Salary Scales to be determined)

*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

- 3 years ND Nursing with Management & Community Health Nursing Science
- Registered as Professional Nurse with SANC
- Knowledge in HAST (HIV AIDS STI AND TB) Management
- Knowledge of relevant Medical legislation and Ethical Codes e.g. "Medicine & Related Substances Control Act"
- Understanding of key Higher Education Institutional Systems and Structures
- Understanding of South African Higher Education Policy framework
- Project Management & Report Writing Skills
- Proficient in Excel & Word (Intermediate Level)
- Internet Research capabilities

### Desired Qualification, Knowledge and/or Experience

- 3 years ND Nursing with Management & Community Health Nursing
- 1-year Primary Health Nursing Science
- 5 years' experience in the management of a Primary Health Care Clinic or equivalent



Interested?

### Job-Related Enquiries

Mrs M Kenke

✉ [mkenke@cut.ac.za](mailto:mkenke@cut.ac.za)

### Remuneration, Benefits and Process Enquiries

Recruitment Office

✉ [jobs@cut.ac.za](mailto:jobs@cut.ac.za)

To find out more or to apply, visit [www.cut.ac.za/careers](http://www.cut.ac.za/careers) or  
<https://cut.job.skillsmapafrica.com/>

CLOSING DATE FOR APPLICATIONS – 28 January 2022

THINKING BEYOND