



Central University of  
Technology, Free State

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Customer service  
Integrity  
Diversity  
Innovation  
Excellence

Central University of  
Technology, Free State

## Administrative Officer (P12)



Bloemfontein Campus

RESOURCES AND OPERATIONS | Estates and Infrastructure | Ref 1336



About the  
position

### Main purpose of the job

To provide administrative support to and liaison for the relevant unit.



About the  
appointment

### Main tasks

1. Provide operational support for the unit	2. Assist with the compilation and submission of reports
3. Provide logistical support	4. Conduct liaison and communication support the unit
5. Provide administrative support for the unit	6. Maintain an accurate database for the section



What are we  
looking for?

**Nature of appointment**

Permanent Support Services

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

R254 191 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.*

**Minimum Qualification/  
Knowledge and/or  
Experience**

- Grade 12 with 1 years' related experience **or** relevant Diploma/ Certificate
- Advanced MS Office knowledge

**Desired Qualification/  
Knowledge and/or  
Experience**

- A relevant 3-year qualification and at least 3 years relevant experience

*Note: Preference in shortlisting may be given to local candidates*



Interested?

**Job-Related Enquiries**

Mr M Kabanyane 051 507 3300 [Pcabanyane@cut.ac.za](mailto:Pcabanyane@cut.ac.za)

**Remuneration, Benefits and Process  
Enquiries**

Recruitment Office 051 507 3012 [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.jb.skillsmapafrica.com/>**

CLOSING DATE FOR APPLICATIONS – 5 February 2021

THINKING BEYOND