



Central University of
Technology, Free State

JOIN THE TEAM

Customer service

Integrity

Diversity

Innovation

Excellence

Departmental Administrator (P11)



Bloemfontein Campus

FACULTY OF HEALTH AND ENVIRONMENTAL SCIENCES | Health Sciences | Ref 531



About the
position

Main purpose of the job

To provide administrative and logistical support to the relevant Head of Department, academic staff and students in the assigned department.

Main tasks

- | | |
|---------------------------------------|----------------------|
| 1. Department administrative services | 3. Student support |
| 2. Academic staff support | 4. Office management |



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 or equivalent plus minimum 2 years relevant experience
- Advanced MS Office knowledge

Desired Qualification, Knowledge and/or Experience

- A relevant 3-year qualification
- 3 years of relevant experience

Note: Preference in shortlisting may be given to local candidates



Interested?

Job-Related Enquiries

Dr H Mfengwana ☎ 051 507 3345 ✉ pntsoeli@cut.ac.za

Remuneration, Benefits and Process Enquiries

Recruitment Office ☎ 051 507 3012 ✉ jobs@cut.ac.za

To find out more or to apply, visit www.cut.ac.za/careers or send an email to jobs@cut.ac.za

CLOSING DATE FOR APPLICATIONS – 6 March 2020

THINKING BEYOND