



Central University of  
Technology, Free State

# JOIN THE TEAM

Customer service

Integrity

Diversity

Innovation

Excellence

## Institutional Registrar (Peromnes level 2)



Bloemfontein Campus

REGISTRAR | Ref 36



About the  
position

### Main purpose of the job

The Registrar is Secretary to Council, Senate and the Convocation; the head of the university's academic administration and student services; and has overall responsibility for legal matters across the university. The purpose of the position is to provide managerial leadership and strategic institutional direction, advice and support pertaining to academic administration, student services, structures of governance, secretariat and language services, institutional records, legal services, and general institutional compliance.

### Main tasks

1. Strategy and compliance	4. Academic administration
2. Service unit management	5. Institutional secretariat and administration
3. Student services	6. Legal services



About the  
appointment

### Nature of appointment

Five-year Executive Manager performance-based contract

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

Available on request

Candidates will be recruited and appointed in accordance with the Employment Equity and Affirmative Action Programmes of the Central University of Technology, Free State.

**Preference will be given to female candidates, in particular, who meet the stated requirements.**



What are we  
looking for?

### Minimum Qualification/ Knowledge and/or Experience

- A relevant master's degree, and substantial progress towards a doctorate (with official proof to be provided from the institution where qualification is being pursued).
- 10 years' relevant administrative and management experience in academic administration and/or structures of governance at senior or executive level within the higher education sector.
- Ability to lead, motivate and co-operate with students, senior staff members, Council members, members of the CUT community, stakeholders and partners.
- Ability to function effectively in the multicultural working environment of the university, and to address its transformation challenges.
- Participation in national higher education structures.
- Self-driven.



What are we looking for?

**Desired Qualification, Knowledge And/Or Experience**

- A relevant Doctorate.
- 10 years' relevant administrative and management experience in academic administration and/or structures of governance at senior or executive level within the higher education sector.
- Ability to lead, motivate and co-operate with students, senior staff members, Council members, members of the CUT community, stakeholders and partners.
- Ability to function effectively in the multicultural working environment of the university, and to address its transformation challenges.
- Participation in national and international higher education structures.
- Self-driven.



Interested?

**Job-Related Enquiries**

Prof H De Jager ☎ 051 507 3000 ✉ [vc@cut.ac.za](mailto:vc@cut.ac.za)

**Remuneration, Benefits and Process Enquiries**

Mrs H van der Walt ☎ 051 507 3382 ✉ [hvanderwalt@cut.ac.za](mailto:hvanderwalt@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 – 20 March 2020**

THINKING BEYOND