



Central University of
Technology, Free State

JOIN THE TEAM

Customer service

Integrity

Diversity

Innovation

Excellence

Administrative Coordinator (P12)



Bloemfontein Campus

OFFICE OF THE VC AND RESOURCES AND OPERATIONS | Department of Risk Management and Strategic Projects and Internal Audit | Ref 11



About the
position

Main purpose of the job

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

Main tasks

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



About the
appointment

Nature of appointment

Permanent support services

Minimum salary scale (Total Cost to Company)

R254 191 per annum

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

- Grade 12 with 1 years' related experience
- OR**
- Relevant Diploma (NQF level 6) in Office Management or related discipline

Desired Qualification, Knowledge and/or Experience

- 1-year relevant experience in Higher Education environment
- Experience in committee secretarial services
- Degree/ Adv Diploma (NQF level 7) in Office Management or related discipline

Note: Preference in shortlisting may be given to local candidates



Interested?

Job-Related Enquiries

Mr TK Raseleka ☎ 051 507 4350 ✉ traseleka@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 <https://cut.job.skillsmapafrica.com/>

CLOSING DATE FOR APPLICATIONS – 18 September 2020

THINKING BEYOND