



Central University of
Technology, Free State

JOIN THE TEAM

Ubuntu

Integrity

Diversity

Innovation

Excellence

Director: Operations and Administration (P5)



Welkom Campus

Welkom Campus | Office of the Campus Principal | Ref: 1691



About the
position

Main purpose of the job

To provide leadership and management in the unit to achieve its intended outcomes, as well as deliver efficient and effective services in the areas of human resources management and development, administration, security, property, and facilities; as well as planning and performance management.

Main tasks

- | | |
|---|---|
| 1. Strategy, leadership, and operations management. | 2. Management and oversight of human resources. |
| 3. Management of administration, security, plant, and facilities. | 4. Finance and people management. |



About the
appointment

Nature of appointment

Permanent Support

Minimum salary scale (Total Cost to Company)

R 1 448 433 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

- A tertiary degree in business management or related field.
- Ten (10) years' experience in finance and operations services of which 5 years is as a manager.
- Experience in human resources management and using HR systems/tools.
- Experience of managing facilities, security, and services for a medium-sized organisation.
- Experience in systems implementation, monitoring and risk management.
- Experience in organisational performance management systems in a public sector environment.
- Understanding the policy, regulatory and development agenda in the higher education sector in South Africa.
- Excellent communication and presentation skills, with a proven ability to communicate effectively with stakeholders, students, and staff.
- Understanding and operating confidently in diverse organisational settings and sensitively across various cultures.
- Understanding how this role enhances the Welkom Campus' widening participation, equal opportunities and inclusion agendas, and a commitment to translate this into action.
- Excellent human relations and people management skills.
- Basic knowledge in areas of policy, strategy, management, and risk in a higher education environment.



What are we looking for?

Desired Qualification, Knowledge And/Or Experience

- Ability to demonstrate emotional intelligence, flexibility and orientation towards change.
- An elevated level of personal motivation, energy, and enthusiasm.
- Resilience and the ability to work effectively under internal and external pressure.
- An ability to demonstrate the ability to mobilise and inspire others towards shared goals.



Interested?

Job-Related Enquiries

Mrs. M. Nyaike

✉ nyaike@cut.ac.za

Remuneration, Benefits and Process Enquiries

Recruitment Office

✉ jobs@cut.ac.za

To find out more or to apply, visit www.cut.ac.za/careers or <https://cut-employee.simplify.hr/>

CLOSING DATE FOR APPLICATIONS – 30 AUGUST 2024

THINKING BEYOND