



Central University of  
Technology, Free State

# JOIN THE TEAM

Ubuntu

Integrity

Diversity

Innovation

Excellence

## Lecturer: Office Management Technology & Management



Welkom Campus

FACULTY OF MANAGEMENT SCIENCES | Business Support services | Ref 496



About the  
position

### Main purpose of the job

To develop academic material and lecture in allocated subjects for own and other programmes and to execute appropriate community projects

### Main tasks

- |   |                              |
|---|------------------------------|
| 1. Teaching, learning & assessment (10 - 50%) | 2. Student evaluation (10%)  |
| 3. Research (10 – 50%)                        | 4. Administration (10 – 15%) |
| 5. Control and organisation (10%)             | 6. Community service (10%)   |

### Subject field(s)

Business Studies I, II, III | Information Administration I, II | Computer Usage I, II | Work-Integrated Learning for Office Management and Technology I, II, III | Introduction to Customer Service | Introduction to Business Computations | Introduction to Economics | Introduction to Smart Working Technologies | Introduction to Accounting Concepts| Introduction to Entrepreneurship



About the  
appointment

**Nature of appointment** Permanent Academic

**Minimum salary scale  
(Total Cost to Company)** R 733 299 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 relevant Master’s-level degree (i.e. M Tech / MBA / Masters / NQF 9 or equivalent).
- At least two years’ teaching/lecturing/industry experience relevant to the subject field(s).

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

- Evidence of progress towards a Doctorate degree
- Any acknowledged publication, research, innovation or creative output

**Job-Related Enquiries**

Dr L Lezar

✉ [llezar@cut.ac.za](mailto:llezar@cut.ac.za)

**Remuneration, Benefits and Process Enquiries**

Recruitment Office

✉ [jobs@cut.ac.za](mailto:jobs@cut.ac.za)



Interested?

To find out more or to apply, visit [www.cut.ac.za/careers](http://www.cut.ac.za/careers) or  
<https://cut.simplify.hr>

**CLOSING DATE FOR APPLICATIONS – 31 May 2024**

THINKING BEYOND