



Central University of
Technology, Free State

JOIN THE TEAM

Customer service

Integrity

Diversity

Innovation

Excellence

Faculty Officer (P8)

Welkom Campus

OFFICE OF THE DEAN | Faculty of Humanities | Ref 1538



About the
position

Main purpose of the job

To render administration and academic support to the faculty in line with the core values, strategic directives and vision of CUT.

Main tasks

- | | |
|-------------------------------------------------|--------------------------------|
| 1. Faculty Administration and Academic Support | 2. Policy Implementation |
| 3. HR Administration Support | 4. Customer Advice and Support |
| 5. Facilities Management and Quantity Assurance | 6. Community Service |



About the
appointment

Nature of appointment

Permanent Support Services

Minimum salary scale (Total Cost to Company)

R561 342 per annum
(2021 salary scales to be confirmed)

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 National Diploma or equivalent
- 3 years administrative experience

Desired Qualification/ Knowledge and/or Experience

- At least 1 year in a higher education environment



Interested?

Job-Related Enquiries

Prof W Setlaletoa 051 507 3362 wsetlale@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 – 22 January 2021

THINKING BEYOND