



Central University of
Technology, Free State

JOIN THE TEAM

Customer service

Integrity

Diversity

Innovation

Excellence

Departmental Administrator (P11)



Welkom Campus

FACULTY OF HUMANITIES | Department of Maths, Science, Technology Education / Language and Social Sciences Ed | Ref 189



About the
position

Main purpose of the job

To provide administrative and logistical support to the relevant Head of Department, academic staff and students in the assigned department.

Main tasks

- | | |
|---------------------------------------|----------------------|
| 1. Department administrative services | 3. Student support |
| 2. Academic staff support | 4. Office management |



About the
appointment

Nature of appointment

Permanent support services

Minimum salary scale (Total Cost to Company)

R318 641 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 or equivalent plus minimum 2 years relevant experience
- Advanced MS Office knowledge

Desired Qualification, Knowledge and/or Experience

- A relevant 3-year qualification
- 3 years of relevant experience

Note: Preference in shortlisting may be given to local candidates



Interested?

Job-Related Enquiries

Dr MA Modise ☎ 051 910 3631 ✉ mamodise@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 – 11 September 2020

THINKING BEYOND