



Central University of
Technology, Free State

JOIN THE TEAM

Customer service

Integrity

Diversity

Innovation

Excellence

Executive Secretary to Registrar (P9)

Bloemfontein Campus

REGISTRAR | Office of the Registrar | Ref 2211



About the
position

Main purpose of the job

To provide executive secretarial and administrative support to the executive manager

Main tasks

- | | |
|---|--|
| 1. Provide secretarial and reception services | 2. Provide financial administrative support |
| 3. Provide general administrative support | 4. Provide logistical support |
| 5. Provide liaison/client care | 6. Assist in the development and submission of reports |



About the
appointment

Nature of appointment

Permanent support

Minimum salary scale (Total Cost to Company)

R476 022 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

- Grade 12 with 3 years plus experience
OR
• A relevant Diploma with 2 years' experience
- Advanced MS Office skills

Desired Qualification, Knowledge and/or Experience

- BTech, Bachelor and/or Honours degree

Note: Preference in shortlisting may be given to local candidates



Interested?

Job-Related Enquiries

Dr N Mrwetyana 051 507 3150 nmrwetyana@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 – 29 January 2021

THINKING BEYOND