



Central University of
Technology, Free State

JOIN THE TEAM

Ubuntu

Integrity

Diversity

Innovation

Excellence

Faculty Administrator (P6)



Bloemfontein Campus

FACULTY OF ENGINEERING BUILT ENVIRONMENT AND INFORMATION TECHNOLOGY | Office of the Dean | Ref 537



About the
position

Main purpose of the job

To render administration and academic support to the faculty, academic staff and students by implementing policies, procedures and systems and overseeing student administrative function of the faculty.

Main tasks

- | | |
|------------------------------------------|-----------------------------|
| 1. Faculty Administration and Management | 2. Policy Implementation |
| 3. Strategy and Compliance | 4. Unit and Team management |
| 5. Customer Advice and Support | |



About the
appointment

Nature of appointment Permanent Support Services

**Minimum salary scale
(Total Cost to Company)** R 1 120 394 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 | <ul style="list-style-type: none"> B Tech or equivalent 5 years administration and management experience |
| Desired Qualification,
Knowledge and/or
Experience | <ul style="list-style-type: none"> At least 2 years in higher education management |



Interested?

Job-Related Enquiries	Prof HJ Vermaak	✉ hvermaak@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.simplify.hr/>

CLOSING DATE FOR APPLICATIONS – 4 August 2023

THINKING BEYOND