



Central University of  
Technology, Free State

# JOIN THE TEAM

Ubuntu

Integrity

Diversity

Innovation

Excellence

## Dean: Student Affairs (P4)



Bloemfontein Campus

OFFICE OF THE VICE-CHANCELLOR AND PRINCIPAL | Student Affairs | Ref 18



About the  
position

### Main purpose of the job

Provide leadership to the Student Affairs portfolio in line with institutional imperatives on Student-centredness. Direct and oversee the integrated service operations to our students namely the Wellness, Governance, Operational Sport and Residence units of the University. Ensuring that the services rendered by these units meet the needs of the students and are in line with the University's strategic vision, policies and procedures.

### Main tasks

- |   |   |
|---|---|
| 1. Develop policies and strategic plans for the section                                       | 2. Oversee the services and functioning of the following units: <ul style="list-style-type: none"> <li>o Wellness Centre</li> <li>o Operational Sport</li> <li>o Residences</li> <li>o Governance &amp; Student Life</li> </ul> |
| 3. Manage the performance and development of staff  | 4. Develop, implement and monitor a budget for the section  |
| 5. Implement output monitoring systems within the section                                     | 6. Provide reports on key performance areas related to this role  |
| 7. Represent the section internally at different forums and the university at external forums |   |



About the  
appointment

### Nature of appointment

Five-year Senior Manager performance-based contract

### Minimum salary scale (Total Cost to Company)

R 1 657 390 per annum  
(2024 Salaries to be determined)

*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?

Candidates will be recruited and appointed in accordance with the Employment Equity and Affirmative Action Programmes of the Central University of Technology, Free State.

**CUT has decided to expand the search for this position and previous applicants need not reapply. Female candidates, in particular, who meet the stated requirements are encouraged to apply.**

### Minimum Qualification/ Knowledge & Experience

- Master's degree in Social Sciences/ or Education/or equivalent
- 8 years relevant experience, with 5 years in a leadership role, preferably in a higher education environment with knowledge of Student service environment (Wellness, Residence management, and student Governance).
- Demonstrated experience of strategy, policy, and business process development
- Demonstrable experience of facilitating productive relations between university management & students
- Advanced business communication (presentation and writing) skills
- Project Management
- Proficiency in the use of computer applications for purposes of presentation, data/knowledge management, reporting etc..
- Understanding of key Higher Education Institutional Systems and Structures
- Understanding of South African Higher Education Policy framework and legislation e.g., Higher Education Act 101 of 1997, and the location of Student Affairs therein

**Desired Qualification,  
Knowledge And/ Or  
Experience**

- Doctorate in Social Sciences/ or Education/ or equivalent
- 10 years cumulative relevant experience, with 5 years in a leadership role, preferably in a higher education environment in charge of Student Affairs
- Negotiation and bargaining
- Conflict resolution and peace-making
- Trouble shooting and solutions mind-set
- Facilitation
- Fundraising and leveraging to support strategic objectives



Interested?

**Remuneration, Benefits and  
Process Enquiries**

Ms N Setlaba

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

**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 – 8 March 2024**

THINKING BEYOND