



Central University of
Technology, Free State

JOIN THE TEAM

Customer service

Integrity

Diversity

Innovation

Excellence

Deputy Registrar: Academic Administration (P4)



Welkom Campus

REGISTRAR | Academic Administration | Ref 163



About the
position

Main purpose of the job

To oversee and ensure effective and timeous academic administrative support on the maintenance of academic structures, student enrolment, assessment and graduation at the university.

Main tasks

- | | |
|---|---|
| 1. Develop policies and strategic plans for the section | 2. Develop, implement and monitor a budget for the section |
| 3. Oversee the services and functioning of the following units: <ul style="list-style-type: none"> ○ Assessment and Graduation ○ Academic Structure and Student Enrolment | 4. Develop and provide reports |
| 5. Conduct committee functions | 6. Represent the section internally at different forums and the university at external forums |
| 7. Manage the performance and development of staff | |



About the
appointment

Nature of appointment

Five-year Senior Manager performance-based contract

Minimum salary scale (Total Cost to Company)

R1 398 329 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.

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

Female candidates, in particular, who meet the stated requirements are encouraged to apply.

Minimum Qualification/ Knowledge & Experience

- Masters' degree in Administration or equivalent
- 8 years relevant experience, with 5 years in a leadership role, preferably in a higher education environment
- Knowledge of legislation impacting on assessment and enrolment in Higher Education Institutions
- Systems knowledge of a higher education institution

Desired Qualification, Knowledge And/Or Experience

- PhD Degree in Administration
- 10 years relevant experience, with 5 years in a leadership role, preferably in a higher education environment



What are we
looking for?



Interested?

Job-Related Enquiries

Dr N Mrwetyana

☎ 051 507 3150

✉ nmrwetyana@cut.ac.za

**Remuneration, Benefits and
Process Enquiries**

Ms N Setlaba

☎ 051 507 3913

✉ nsetlaba@cut.ac.za

**To find out more or to apply, visit www.cut.ac.za/careers or
<https://cut.jb.skillsmapafrica.com/>**

CLOSING DATE FOR APPLICATIONS - 19 February 2021

THINKING **BEYOND**