



#### **VISION**

##### **Shape and own the future**

To be a transforming, equitable, sustainable, and academically excellent University of Technology anchored in its communities.

#### **MISSION**

To offer technological, career-directed educational programmes focussing on the innovative problem-solving research and engage with government, business, industries and communities as end-users.

### **FACULTY OF NATURAL SCIENCES (DEAN'S OFFICE)**

#### **FACULTY OFFICER (P11)-Ref:N402 ONE YEAR FIXED TERM CONTRACT**

##### **Key Performance Areas:**

- Coordination of admissions and registration process.
- Capturing of curriculum data during registration of students.
- Validation of curriculum after registration of students.
- Maintaining and retrieving of academic records on ITS.
- Handling student queries.
- Capturing and processing of marks.
- Attending to student queries.
- Assist during graduations.

##### **Minimum Requirements:**

- Diploma in Office Administration, or equivalent.
- One (1) year administrative experience preferably in a higher education environment.

##### **Recommendations:**

- B.Tech/Advanced Diploma in Office Administration or equivalent.

##### **Competencies:**

- Be computer literate (MS Word, Excel, ITS, Outlook, Publisher)
- Be able to work under pressure
- Knowledge of the University policies and processes.
- Knowledge of business processes.
- Knowledge of Academic Regulations.
- Time management skill.
- Planning and organization skills.

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**Salary Scale:** R250 811.00 – R356 432.00 (P11) basic salary per annum.

**Benefits:** 13<sup>th</sup> cheque, housing subsidy, pension, group life, medical aid, and study grant.

Interested applicants should send (a) a motivation detailing the extent to which they meet the requirements of the position; (b) an application form (downloadable from [www.mut.ac.za](http://www.mut.ac.za)); (c) a Curriculum Vitae; (d) certified copies of academic qualifications plus academic records and proof of professional registration with a relevant professional body where applicable. **(Please provide academic transcripts and SAQA evaluation certificate, if qualifications were obtained outside South Africa)**; and (e) names of three contactable referees to: Department of Human Resources and Development, Mangosuthu University of Technology, PO Box 12363, Jacobs, 4026 or via email: [hr@mut.ac.za](mailto:hr@mut.ac.za).

Enquiries: Tel: (031) 907 7328 / 7560 / 7565

**Closing Date: 19 January 2024**

**Mangosuthu University of Technology is committed to meeting the objectives of Employment Equity to improve representivity within the institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity targets including people with disabilities.**

The University reserves the right not to make an appointment.