



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.

TEACHING AND LEARNING DEVELOPMENT CENTRE

SHORT COURSE COORDINATOR (P8)-Ref:TLD1

Key Performance Areas:

- Facilitate the growth and development of short courses at MUT for the generation of third stream income
- Coordinate and administer all aspects for the offering of short courses
- Provide technical advice to departments on the development and delivery of short courses
- Ensure that all short courses are in line with MUT policies and business processes
- Monitor, evaluate and report on programme

Minimum Requirements:

- A relevant Master's degree preferably in Business, Management or Education.
- Three years' coordinating/administrative experience in a Higher Education environment
- Expertise in planning and project management
- Experience in Financial management
- Experience in developing short courses in the higher education environment
- Driver's license

Recommendations:

- PhD
- Established networks and experience with the management of short courses
- Experience in Fundraising and Development work in Higher Education

Salary Scale: R451 340.00 – R696 940.00 basic salary per annum.

Benefits: 13th 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); (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.

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 an African Male in accordance with our Employment Equity targets including people with disabilities.

The University reserves the right not to make an appointment.