

**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.

DEPARTMENT OF CO-OPERATIVE EDUCATION**JOB PLACEMENT OFFICER– Ref: HDC2
Two Year – Fixed Term Contract****Key Performance Areas:**

- Job placement of Work-Integrated Learning students
- Recruitment facilitation of MUT Graduates
- Research Work-Integrated Learning and Internship opportunities
- Industry and student Liaison
- WIL funding project management
- Employer Engagement coordination

Minimum Requirements:

- Bachelors' Degree in any discipline
- 3 to 5 years' stakeholder engagement/Work Integrated Learning Coordination in a Public or Private Post School Education institution.

Recommendations:

- Experience in a student Job Placement/Career Services office
- Two years' professional experience in an industrial or public sector
- Understanding of Work-Integrated Learning and/or Internship programs
- Driver's License

Competencies:

- Project Management
- Negotiation skills
- Problem Solving

Salary Scale: R451 340.00 – R696 944.00 (P8) 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, proof of professional registration with a relevant professional body where applicable and copy of a valid driver's license. **(Please provide academic transcripts and SAQA evaluation certificate, if qualifications were obtained outside South Africa)**; and (e) names of three contactable referees via email: hr@mut.ac.za.

Enquiries: Tel: (031) 907 7560 / 7565

Closing Date: 19 April 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. In accordance with the Departmental EE targets, first preference will be given to African Male.