



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 focusing on the innovative problem-solving research and engage with government, business, industries and communities as end-users.

TEACHING AND LEARNING DEVELOPMENT CENTRE

INTERNAL ADVERTISEMENT

ADMINISTRATIVE ASSISTANT (FIXED TERM CONTRACT)

The Teaching and Learning Development Unit (TLDC) invites applications from suitably qualified and experienced individuals for the role of **Administrative Assistant** to provide dedicated support to the Peer Assistance Programme and other student support initiatives.

Key Responsibilities:

- Administer daily operations of the Peer Assistance Programme.
- Coordinate tutoring schedules, venues, attendance, and communications.
- Manage records of peer assistants and student participants.
- Assist with recruitment, onboarding, and logistics of peer assistants.
- Liaise with departments and stakeholders to ensure smooth program delivery.
- Demonstrable experience in setting up training, seminars, conferences, and workshops needed to support the planning and implementation of successful events.
- Compile reports, meeting minutes, and assist with event planning at the centre.
- Strong interpersonal skills and good at establishing and maintaining relationships with existing and potential partners.
- Effective time-management skills and the ability to organize, prioritize and multi-task within a highly pressurized environment.
- Perform general administrative tasks as required.

Minimum requirements:

- Enrolled or completed an Advanced Diploma (proof of registration must be attached).
- NQF 8 Postgraduate qualification will be an advantage (proof of registration must be attached).
- 1–2 years of relevant admin experience.
- Proficiency in Microsoft Office (especially Word and Excel).
- Strong organizational, time management, and communication skills.
- Prior experience in student support or higher education is advantageous.

Salary and contract terms:

Stipend: R 10,000 per month

Benefits: None

Application Process:

- Interested candidates should submit their applications, including a comprehensive CV, a cover letter outlining relevant experience, and certified copies of qualifications to hr@mut.ac.za

Closing date: 25 April 2025

Enquiries

Mr L Mkize

Peer-Assisted Learning Coordinator

031 907 7593

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. Successful applicants may not hold dual/concurrent appointments within the university.