



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

INTERNAL ADVERTISEMENT - FYE STUDENT COORDINATOR X3 – Ref: TDL8

Key Performance Areas:

- Coordination of FYE activities
- Holistically support first-year student development and Administration
- Online support
- Marketing and awareness of FYE programmes
- Personal/professional development
- Support FYE Project leader

Minimum Requirements:

- Essential: Completed any NQF level 7 qualification
- At least 2 years' experience in any student leadership position
- Evidence of active participation in student support interventions in higher education
- An advantage: Evidence of competence in the administration of support programmes

Recommendations:

- Prior engagement with any First-year Experience Programme

Competencies:

- Essential competencies:
- Academic Performance above 60%
- Excellent knowledge of working with technology and computer skills
- Excellent communication skills

Salary Scale: R72 000.00 basic salary per annum.

Benefits: None

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 to: Department of Human Resources and Development, via email: hr@mut.ac.za.

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

Closing Date: 03 June 2025

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.