

**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 MANAGEMENT SCIENCES
DEPARTMENT OF OFFICE MANAGEMENT AND TECHNOLOGY**

SENIOR LECTURER (P7) – Ref: MO16

Key Performance Areas:

- Teaching and Class Management
- Academic Administration
- People Management and Teamwork
- Learning, Teaching and Quality Assurance
- Partnerships and Collaboration
- Research and Supervision
- Budget Management
- Safety, health and environmental management

Minimum Requirements:

- Master's Degree in Office Management and Technology/Commercial Administration with evidence of registration at a Doctoral level.
- At least five years teaching experience at post-school level/five years of industrial experience / a combination of five years teaching and industrial experience.
- Evidence of at least two years relevant administrative experience.

Recommendation:

- At least one peer-reviewed article in a scholarly journal
- A clearly defined area of research specialization
- Evidence of success in obtaining funding for research

Competencies

- Technical/ professional knowledge and skill.
- Resource Management.
- People management including performance management.
- Building strategic alliances and partnerships.
- Personal impact, stature and credibility.
- Emotional intelligence and political sensitivity.
- Management of complexity and ambiguity.
- Action orientated.
- Facilitating change.
- Team player.

Salary Scale: R660 265.00 - R872 906.00 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 including matriculation certificate (**Please provide academic transcripts and SAQA evaluation certificate, if qualifications were obtained outside South Africa**), proof of professional registration with a relevant professional body where applicable and copy of a valid driver's license (where applicable) (e)certified copy of the identity document. ; and (f) names of three contactable referees to: Department of Human Resources and Development, via email: hr@mut.ac.za.

No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will not be considered.

Only shortlisted candidates will be contacted. If you don't hear from MUT within 3 months, please deem your application unsuccessful.

Enquiries may be directed to:

Tel: (031) 907 7607 / 7560 / 7328

Closing Date: 06 March 2026

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 an African Female.

The University reserves the right NOT to make an appointment.