



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.

ACADEMIC ADMINISTRATION STUDENT REGISTRATION ASSISTANT (2026 REGISTRATION)

Responsibilities:

- Assist new students during registration
- Provide admin support to returning students during registration

Key Performance Areas:

- Customer care
- Good communication skills
- Telephone etiquette
- Knowledge of MUT student portal

Minimum Requirements:

- Must be a current or former MUT student registered
- No active contract with any MUT department
- Willingness to work after hours

Application procedure: send hard copies to HR as follows (communication will be limited to shortlisted candidates):

- Curriculum Vitae (CV)
- Full academic record
- ID / equivalent
- National Senior Certificate / Equivalent
- Recommendation letter (HOD or any other authority)
- Interested applicants should hand deliver their application and certified copies of the above-mentioned documents to the: Department of Human Resources and Development, Mangosuthu University of Technology, PO Box 12363, Jacobs, 4026

Students living with disabilities are encouraged to apply.

Enquiries: Tel: (031) 819 9461 / 7565

Closing Date: 18 May 2026

Mangosuthu University of Technology is committed to meeting the objectives of Employment Equity to improve representativity within the institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity targets including people with disabilities.