



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.

OFFICE OF THE REGISTRAR

DEPUTY REGISTRAR: GOVERNANCE (P5) Ref: AA03 FIVE-YEAR PERFORMANCE BASED FIXED TERM CONTRACT

The purpose of the position is to ensure good governance at MUT by directing the efficient and effective delivery of services in governance, compliance with the regulatory higher education framework and the management of the meetings of institutional and statutory committees.

Key Performance Areas:

- Strategy development, execution, and management of transformation.
- Providing advice in respect of the university's structures of governance and institutional compliance with policies and legislation
- Directing policy development.
- Directing the provision of efficient and accurate administration secretarial services to statutory committees, including Senate, Council, the Institutional Forum and the Executive Management.
- Providing legal advice and interpretation of relevant regulations and legislation.
- Delivering customer-oriented policy advocacy.
- Resources management.
- Monitoring, evaluation, and reporting.

Minimum Requirements:

- LLB (Bachelor of Laws) with practical vocational training (articles).
- Ten (10) years relevant Management experience in policy development /governance/legal.
- Five (5) years should be in a higher education (HE) environment.
- Knowledge and experience of higher education policies and regulations.
- Knowledge of best practice in corporate governance.

Recommendations:

- A relevant Master's degree.
- Experience in a management role and demonstrable leadership /supervision abilities.
- Experience of project management.
- Experience in writing reports for Executive Management, knowledge of and the ability to implement legal and administrative policies and procedures.

Competencies:

- Detailed knowledge of the Higher Education Act and applicable legislation and policies.
- Experience of policy development and legal affairs within a higher education institution.
- Experience of liaising across departments within an organization.
- Experience of communicating with external stakeholders, often at a senior level.
- Computer literacy (MS Office Suite).

Salary Scale: R970 044.00 – R1 333 150.00 (P5) 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 7328 / 7565 / 7560

Closing Date: 21 July 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 African Female.

The University reserves the right NOT to make an appointment.