



#### **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.

## **LEARNING AND TEACHING DEVELOPMENT CENTRE**

### **FYE STUDENT COORDINATOR – 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:**

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

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**Salary Scale:** R72 000.00 basic salary per annum.

**Benefits:** No benefits.

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](http://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](mailto: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.**

**The University reserves the right not to make an appointment.**