



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 ENGINEERING DEPARTMENT OF ELECTRICAL ENGINEERING

SECRETARY (P11) – Ref: EE33 ONE YEAR FIXED TERM CONTRACT

Key Performance Areas:

- HOD Diary
- Typing
- Meeting Administration
- General Administration
- Communication and Customer Service
- Financial Administration
- Punctuality and Respect
- General Enquiries

Minimum Requirements:

- National / Diploma: Office Management and Technology/ Office Administration.
- Three (3) years of administrative experience preferably in a University with extensive knowledge of ITS and MS Word suite (Word, Excell, TEAMS, PPT etc.).

Competencies:

- Excellent communication and presentation skills and be the Departmental face.
- Collegial, respectful, courteous, professionalism and a team player.
- Be computer literate.
- Be well organized.
- Able to work independently and mentor Office interns from time to time.
- Ability to maintain confidentiality.
- Be able to work under pressure.
- Able to run diary and arrange Departmental meetings/workshops etc.

Salary Scale: R250 811.00 – R356 432.00 (P11) 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 and proof of professional registration with a relevant professional body where applicable. **(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, Mangosuthu University of Technology, PO Box 12363, Jacobs, 4026 or via email: hr.engineering@mut.ac.za.

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

Closing Date: 19 January 2024

Mangosuthu University of Technology is committed to meeting the objectives of Employment Equity to improve representivity within the institution. Preference will be given to an African Male in accordance with our Employment Equity targets including people with disabilities.

The University reserves the right not to make an appointment.