



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.

OPERATIONS DIRECTORATE POST AND REGISTRY

**MAIL CLERK (P13) – Ref: APO4
ONE YEAR FIXED TERM CONTRACT**

Key Performance Areas:

- Transmit faxes and receive
- Assist with mail posting
- Administration duties
- Mail handling
- Communication at all levels

Minimum Requirements:

- Matric
- One-year relevant experience
- Computer literacy
- Administrations skills

Recommendations:

- One-year relevant experience
- Administration skills

Competencies:

- Mail processing experience
- Computer skills

Salary Scale: R186 549.00 – R255 084.00 (P13) 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, proof of professional registration with a relevant professional body where applicable and copy of a valid driver's license. **(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, via email: hr@mut.ac.za.

Only e-mailed applications will be accepted. No walk-ins will be allowed.

Enquiries: Tel: (031) 907 7560 / 7565

Closing Date: 31 May 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 applicants from designated groups in accordance with our Employment Equity targets including people with disabilities. In accordance with the Departmental Employment Equity targets, first preference will be given to African Male.

The University reserves the right NOT to make an appointment.