FACULTY OF ENGINEERING
DEPARTMENT OF ELECTRICAL ENGINEERING

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

Key Performance Areas:

- HOD Diary-Organizing and managing HOD's diary. Making travel arrangements for both HOD and staff.
- Typing correspondence, memoranda, agendas and letters & PPT slides.
- Meeting Administration. Compile and schedule dates of staff meetings on Outlook, coordinate meetings/functions, type agendas and circulate. Minuting and distribution to meeting attendees.
- General Administration. Correspondence tracking and filtering, typing, organizing meetings & logistics for both contact and remote. Coordinate maintenance of office equipment. Maintaining a logical, methodical filing system that is accessible. Do photocopying and scanning. Order and maintain adequate staff office stationery.
- Communication & Customer Service. Deal with confidential matters Maintain Customer relationships and be student centred.
- Financial administration. Use ITS (i-enabler) for budgeting and procurement. Prepare reimbursements. Process payment for road and air transport and accommodation. Maintaining records of financial payments (hard and soft copies).
- Punctuality and respect. Be punctual, maintain a healthy courteous demeaner to all staff, students, and visitors to the Department. Keep the office environment orderly and clean.
- General enquiries. Handling, directing, and filtering students' and public enquiries for optimal operation of the Departmental Office.

Minimum Requirements:

- (National) Diploma: Office Management and Technology/ Office Administration.
- 3 years of administrative experience preferably in a university with extensive knowledge of ITS and MS Word suite (Word, Excel, 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.

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Salary Scale: R258 335.00 – R367 125.00 (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, 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.engineering@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 Female.

The University reserves the right NOT to make an appointment.