



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 MANAGEMENT SCIENCES DEPARTMENT OF MARKETING

**SECRETARY (P11) – Ref: MM11
ONE YEAR FIXED TERM CONTRACT**

Key Performance Areas:

- Administrative and Secretarial support to the Department
- Diary Management
- Meetings Management
- Provisioning and Procurement Activities
- Maintain customer relationships.
- Financial Planning and Administration

Minimum Requirements:

- A three-year Diploma in Office Management and Technology/Commercial Administration at NQF Level 6
- Three years secretarial experience in Higher Education office Environment
- Knowledge of the ITS: iEnabler and ITS Production System
- Knowledge of the MS Office Suite

Recommendations:

- Experience in a public institution of Higher Learning

Competencies:

- Excellent communication skills (written and verbal)
- Ability to meet deadlines and work under pressure
- Ability to work independently and maintain confidentiality
- Planning and organizing skills
- Be a team player.

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@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 either African Male or African Female.

The University reserves the right NOT to make an appointment.