



#### **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.

### **DEPARTMENT OF POLICY DEVELOPMENT AND SECRETARIAT**

#### **POLICY DEVELOPMENT PRACTITIONERS (P9) x 2**

#### **Key Performance Areas:**

- Supporting Policy Development and Review.
- Coordination of Oversight of policy development and review.
- Develop and Maintain relationships with external stakeholders and external policy bodies.
- Policy reviews and report writing.
- Advise management on relevant policy issues for future developments.

#### **Minimum Requirements:**

- An HQSF Level 7 qualification (3/4-year tertiary qualification) in one of the following fields: Finance or Operations
- An HQSF Level 8 qualification (Postgraduate Diploma/Honours in Policy Studies).
- Five years of relevant experience in policy development and review.
- Professional experience working in a public/private organization or higher education institution or comparable setting.

#### **Recommendations:**

- Postgraduate qualification, preferably a Masters' Degree.
- Professional experience working in a higher education or comparable setting.

#### **Competencies:**

- Excellent collaboration skills, as evidenced by prior professional experience working with diverse groups.
- Excellent written and oral communication skills.
- Ability to work independently and to manage and meet multiple priorities and deadlines within a complex and diverse environment.

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**Salary Scale:** R389 303.00 – R542 219.00 (P9) basic salary per annum.

**Benefits:** 13<sup>th</sup> 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](http://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](mailto:hr@mut.ac.za).

Enquiries: Tel: (031) 907 7560 / 7565

**Closing Date: 22 November 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 EE targets, first preference will be given to African Male.**