



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.

TEACHING AND LEARNING DEVELOPMENT CENTRE

UNIVERSITY CAPACITY DEVELOPMENT PROGRAMME COORDINATOR (P9)

(Three Fixed Contract)

Key Performance Areas:

- Budgeting and financial management.
- Preparation of financial statements relating to UCDP projects.
- Monitoring and evaluation of projects.
- Stakeholder liaison and networking.
- Project Management.

Minimum Requirements:

- Postgraduate Diploma, or Honours' degree in Business Administration, or Financial Management or Accounting.
- A three (3) year relevant experience in financial management or project management.

Recommendations:

- Master's degree.
- Experience in grants management.

Competencies:

- Budgeting and financial management skills.
- Knowledge of advanced accounting practices.
- Communication skills.
- Report writing skills.
- Computer literate and advanced knowledge of Excel Spreadsheets.
- Technical report writing skills.
- Monitoring and evaluation expertise.
- Ability to coordinate, collate and compile information from various stakeholders.
- Strategic thinking learning.
- Knowledge and understanding of higher education sector.
- Knowledge and understanding of Ministerial Statements on DHET Grants.
- Advanced project management skills.
- Advanced writing abilities.

Salary Scale: R389 303.00 – R542 219.00 basic salary per annum.

Benefits: None

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.

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 Coloured Male / African Male/Indian Male/ White Male and White Female