



#### **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.

### **OFFICE OF THE REGISTRAR GOVERNANCE AND SECRETARIAT**

#### **DEPUTY REGISTRAR: GOVERNANCE AND SECRETARIAT (P5) – Ref: AA03**

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

- Strategy development, execution, and management of transformation.
- Directing policy development.
- Directing the provision of a functional administrative / secretarial service to statutory committees, including Senate, Council, IF and the Executive Management.
- Delivering customer-oriented policy advocacy.
- Resources management.
- Monitoring, evaluation, and reporting.

##### **Minimum Requirements:**

- Master's degree in Public Administration, English, Communication, Policy Management or Governance.
- Ten (10) years relevant management experience in policy development / governance and secretariat.
- Five (5) years should be in a higher education (HE) environment.

##### **Recommendations:**

- Experience in a management role and demonstrable leadership /supervision abilities.
- Experience of project management.
- Experienced in carrying out quantitative and qualitative research.
- Experience in writing reports, briefs, and other papers for senior staff and other senior figures.

##### **Competencies:**

- experience of policy development within a similar organization.
- Experience of liaising across departments within an organization.
- Experience of communicating with external stakeholders, often at a senior level.
- Computer literacy (MS Office Suite).

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**Salary Scale** : R888 318.00 – R1 220 834.00 (P5) 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: 07 March 2025**

**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 Female.**

**The University reserves the right not to make an appointment.**