



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.

RESEARCH DIRECTORATE

POSTGRADUATE STUDIES AND POSTDOCTORAL RESEARCH FELLOWSHIPS OFFICER (P7) – Ref: HDR4 (THREE YEAR FIXED TERM CONTRACT) READVERTISEMENT

Key Performance Areas:

- Postgraduate Office Services and Operations Management.
- Financial management.
- Strategic Planning and Management.
- Awareness Campaigns and Information Sessions.
- Records Management and Communication.

Minimum Requirements:

- A Master's degree.
- 5 years working experience in a Postgraduate Degrees/ Higher Degrees Office.
- Experience in project management.
- Experience in or knowledge of the academic publishing and higher degree processes.
- Strong writing skills and ability to write reports.

Recommendations:

- A PhD will be an advantage.

Competencies:

- Knowledge and understanding of university-based research outputs and intellectual property.
 - Knowledge of the management and administration of Postgraduate Degrees
 - Knowledge of the management and administration of Postdoctoral Research Fellowships
 - Computer proficiency
 - Excellent interpersonal skills
 - International Exposure
 - Driver's license
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Salary Scale : R604 638.00 – R799 364.00 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.

Enquiries: Tel: (031) 907 7560 / 7565

Closing Date: 07 March 2025

NB: This is a readvertisement. All those who had applied previously must reapply.

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 / African Female.

The University reserves the right not to make an appointment.