



#### **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**

### **INTERNAL ADVERTISEMENT ADMINISTRATIVE ASSISTANT (ONE YEAR FIXED TERM CONTRACT)**

The Teaching and Learning Development Unit (TLDC) invites applications from suitably qualified and experienced individuals for the role of **Administrative Assistant** to provide dedicated support to the Peer Assistance Programme and other student support initiatives.

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

- Administer daily operations of the Peer Assistance Programme.
- Coordinate tutoring schedules, venues, attendance, and communications.
- Manage records of peer assistants and student participants.
- Assist with recruitment, onboarding, and logistics of peer assistants.
- Liaise with departments and stakeholders to ensure smooth program delivery.
- Demonstrable experience in setting up training, seminars, conferences, and workshops needed to support the planning and implementation of successful events.
- Compile reports, meeting minutes, and assist with event planning at the centre.
- Strong interpersonal skills and good at establishing and maintaining relationships with existing and potential partners.
- Effective time-management skills and the ability to organize, prioritize and multi-task within a highly pressurized environment.
- Perform general administrative tasks as required.

#### **Minimum Requirements:**

- Enrolled or completed an Advanced Diploma (proof of registration must be attached).
- One to two (1–2) years of relevant administrative experience.
- Prior experience in student support in higher education environment.
- Proficiency in Microsoft Office (especially Word and Excel).

#### **Recommendation**

- NQF 8 Postgraduate qualification will be an advantage (proof of registration must be attached).

#### **Competencies:**

- Strong organizational
- Time management

- Communication skills.

---

**Salary:** R10 000 per month

**Benefits:** None.

Interested applicants should send (a) a motivation detailing the extent to which they meet the minimum requirements of the position (as indicated above); (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 and proof of professional registration with a relevant professional body where applicable. **(Please provide academic transcripts and SAQA evaluation certificate, if qualifications were obtained outside South Africa)**; and (e) names of three contactable referees via email: [hr@mut.ac.za](mailto:hr@mut.ac.za).

**Enquiries:** Tel: (031) 907 7328 / 7560 / 7565

**Enquiries**

Mr L Mkize

Peer-Assisted Learning Coordinator

031 907 7593

**Closing Date: 25 April 2025**

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