



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

WRITING CENTRE ASSISTANTS (x6)

Key Performance Areas:

- Consult with students on academic writing.
- Facilitate workshops.
- Assist with marketing the writing centre.
- Assist with research projects.
- Participate in collaborative activities or partnerships.

Requirements:

- Must be a student at MUT or must have worked at MUT in the past year
- Have 6 months or more of teaching or tutoring experience.
- Possess strong writing abilities for academic/creative/professional or research purposes (2- 3 pages of **OWN** writing examples must be submitted)

Recommendations:

- Enrolled in a post-graduate Programme/ Advance Diploma (***proof of registration must be attached***) or in possession of Master's Degree
- Experience with research (including attendance of conferences)

NB: In addition to attachments stated below, applicants MUST attach SINGLE SELF AUTHORED writing samples of 2-3 pages (i.e., creative writing, parts of research proposal/dissertation/paper/report, link to published research article). Failure to attach the writing samples will result in the application not being considered.

Competencies:

- Capable of both working within a team and independently.
- Adhere to confidentiality policy and procedures.
- Display strong commitment to creating an engaging, student-centered learning environment.
- Good computer skills.
- Good communication skills.
- Good interpersonal and social skills.
- Caring and nurturing.
- Organisational skills.

Salary range: Hourly rate, dependent on qualification

Benefits: None, Contract position (February – December 2026)

Candidates who applied previously may re-apply.

Interested applicants should send (a) a motivation detailing the extent to which they meet the requirements of the position; (b) a Curriculum Vitae; (c) certified copies of academic qualifications and proof of professional registration and (d) names of three contactable referees via email to the Writing Centre Practitioners: shabangu.nondumiso@mut.ac.za

Enquiries: Tel: 031 819 9490

Closing Date: 31 January 2026

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. Successful applicants may not hold dual/concurrent appointments within the university.