

**INTERNAL APPLICATIONS ARE INVITED FROM INTERESTED PERSON(S) FOR THE  
UNDER MENTIONED POSTS**

**Faculty of Arts & Design - Faculty Office**

**Faculty Administrative Assistant – Contract (April 2023 to December 2023)**

**Ref: M305**

**Minimum Requirements:**

- National Diploma in Office Management and Technology or **equivalent**.
- Three years' experience in an administrative environment of which at least one year experience in student administration at a recognized tertiary institution including evidence of office administration and data capturing.

**Additional Recommendations:-**

- Have excellent front desk communication skills and people relations.
- Ability to work under pressure.
- Ability to work independently as well as part of the team.
- Ability to interact well with people.
- Ability to plan, organise and prioritise.
- Ability to maintain confidentiality.
- Experience in the use of Integrated Tertiary Software system (ITS – student system).
- Knowledge of PeopleSoft (ERP)
- Experience in the use of MS Word, MS Excel, MS PowerPoint, MS Outlook, and internet.

**Summary of Duties:-**

To support Faculty Officer in the implementation of policies, procedures and systems by assisting with the smooth running of the administrative functions of the Faculty Office in respect of student admissions, registration, student records, examination, graduation processing and committee administration which includes, but not limited to the following:

- Register new and returning students.
- Maintain records of both active and non-active students.
- Implement registration corrections and updates.
- Respond to enquiries (telephonic/counter etc.).
- Retrieve archived data for the issue of lost certificates.
- Process examination appeals and communicates examination results.
- Responsible for data capture.
- Liaising with academic departments.
- Graduation processing.
- Validation and correction of student data.
- Any other duties as delegated by the Faculty Officer and the Executive Dean.

Salary:

Grade 12: R189 912 (min) – R306 408 (max) per annum

**Contact Person:** Ms G Govindasamy

**Email Address:** [careers@dut.ac.za](mailto:careers@dut.ac.za)

**Status of Position:** Contract

**Applications should include:**

- A fully completed prescribed application form which can be obtained from [www.dut.ac.za](http://www.dut.ac.za) (under the **QUICK LINKS** tab - @careers)
- A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)
- Covering letter.
- Certified copies of all academic records and certificates
- Current contact information of referees
- No manual applications will be accepted, and incomplete applications will be disregarded.
- Please email application to [careers@dut.ac.za](mailto:careers@dut.ac.za) and quote the post reference and post description in the subject line

Please complete an official application for employment form and send a detailed CV, copies of ID, qualifications and a covering letter with the exact name of the post you are applying for to: [Careers@dut.ac.za](mailto:Careers@dut.ac.za)

Kindly note:

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

**Closing date: 28 April 2023**

“While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University’s equity policy.”

The University reserves the right NOT to make an appointment.