



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.

REGISTRAR

REGISTRAR-FIVE YEAR PERFORMANCE BASED-FIXED TERM CONTRACT - P3 REF: AA02

The Registrar reports to the Vice-Chancellor & Principal. He/she is Secretary to the Council, Senate, Convocation and Executive Management (EM), and provides service and advice so that these bodies fulfil their roles in accordance with the MUT statute and the Higher Education (HE) Act.

The Registrar ensures that the delegations of authority allow the Faculty Boards, the Senate and the Executive Management fulfil their delegated mandates as provided for by Council. The Registrar is head of the University's academic administration and has overall responsibility for the maintenance of student records, certification, student recruitment, admissions, registrations, and examinations of the University.

The Registrar has responsibility for compliance matters in the University.

Key Performance Areas:

- Strategy development and execution
- Governance, policy development and regulatory compliance
- Academic Administration
- Quality assurance and risk management
- Management of human & financial resources in the division
- Monitoring, evaluation, and reporting.

Minimum Requirements:

- Master's Degree (A Master's degree in Public Administration, Educational Administration, Communication or Law will be an added advantage).
- 10 years of relevant experience at a tertiary institution, of which 5 years should have been in a senior management role.

Competencies:

- Sound knowledge of leadership and management principles as they relate to higher education.
- Knowledge of institutional statutes and regulations that govern instructional, student support and other education and training programmes.
- Excellent communication skills.

- Demonstrated skill in respectful, sensitive communication with people from diverse backgrounds, cultures, language, gender, and abilities.
- The ability to work with a diverse academic and non-academic team.
- Negotiations Skills
- Leadership Skills
- An understanding of the Higher Education (HE) Act and reporting regulations for HE Institutions.
- Knowledge of the Integrated Tertiary Software (ITS) System.
- Computer Proficiency (MS Office)

Remuneration: We offer a negotiable market- related total remuneration package (i.e., inclusive of the 13th cheque, housing subsidy/allowance, pension, medical aid, group life and study grant where applicable).

Please provide academic transcripts and SAQA evaluation certificate, if qualifications were obtained outside South Africa).

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 and (e) names of three contactable referees to: Department of Human Resources and Development, via email: hr.executive@mut.ac.za.

Enquiries: Tel: (031) 907 7560 / 7565

Closing Date: 18 April 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 Male or African Female.

The University reserves the right not to make an appointment.