

# RECRUITMENT ADVERTISEMENT

## MANAGEMENT SCIENCES Business Support Studies

POST TITLE	<b>Lecturer: Office Management &amp; Technology</b>		
SUBJECT FIELD(S)	• Office Management & Technology		
REFERENCE NUMBER	• 1421	CLOSING DATE FOR APPLICATIONS	31 October 2014
MINIMUM QUALIFICATION	<ul style="list-style-type: none"> <li>An appropriate Master's degree in Business Administration or Office Management and Technology (at NQF 9) or equivalent</li> <li>In addition, a BTech or equivalent (at NQF 8) in Office Management and Technology</li> </ul>		
MINIMUM EXPERIENCE & OTHER REQUIREMENTS	<ul style="list-style-type: none"> <li>At least two years' teaching / lecturing experience in relevant Office management and Technology field.</li> <li>Must be capable of lecturing Research methodology at BTech or equivalent (at NQF 8) level.</li> <li>Must be capable of Mentoring Masters students in writing research proposal.</li> <li>Show potential to be developed into play leadership role in research in Office management and Technology</li> </ul>		
DESIRED QUALIFICATION AND/OR EXPERIENCE	• Evidence of progress towards a Doctorate degree will be an advantage		
DIRECT ENQUIRIES TO	• Prof. DY Dzansi <a href="mailto:ddzansi@cut.ac.za">ddzansi@cut.ac.za</a> / 051 507 3219		

### MAIN TASKS

1. Teaching, learning and assessment	2. Student evaluation
3. Research	4. Administration
5. Control and organisation	6. Community service

### IMPORTANT INFORMATION REGARDING YOUR APPLICATION

*(Kindly ensure that you read and comply before submitting your application)*

- Please complete a separate application form for each post.
- The University may decide to consider only completed applications consisting of ALL the documents listed below for selection.
  - A completed and signed CUT application form;
  - A comprehensive Curriculum Vitae;
  - A **certified** copy of a South African identity document or a passport;
  - A complete set of **certified** copies of qualifications (only certified copies of documents are required. Please do NOT submit any original documents); and
  - A **certified** copy of the SAQA accreditation of any qualifications obtained at education institutions outside South Africa.

### GENERAL REMARKS

- Candidates will be recruited and appointed in accordance with the Employment Equity and Affirmative Action Programmes of the Central University of Technology, Free State.
- The Central University of Technology, Free State reserves the right to conduct/employ a third party to conduct a background investigation in respect of all short-listed candidates.
- Correspondence will be limited to short listed candidates only.
- The Central University of Technology, Free State reserves the right not to make an appointment in the advertised post and/or to appoint other suitable persons recruited by means other than this advertisement. Appointment, either on a permanent or contract basis, will be negotiated with the successful candidate.
- Application forms are available from the Human Resources section, ZR Mahabane Building, CUT Campus, Bloemfontein or on CUT's website.
- Complete applications, quoting the specific reference number, should reach CUT on or before the closing date via:

#### By hand:

The Resourcing office, Human Resources  
Central University of Technology, Free State  
ZR Mahabane building  
20 Pres. Brand Street  
Bloemfontein

#### By mail:

The Resourcing Office, Human Resources  
Central University of Technology, Free State  
ZR Mahabane building  
Private Bag X20539  
Bloemfontein, 9300

#### By e-mail:

[jobs@cut.ac.za](mailto:jobs@cut.ac.za)