

RECRUITMENT ADVERTISEMENT

REGISTRAR'S OFFICE

POST TITLE	Executive Secretary to the Registrar <i>Bloemfontein Campus</i>		
REFERENCE NUMBER	• 2211	CLOSING DATE FOR APPLICATIONS	• 31 October 2014
POST LEVEL	• P9		
MINIMUM QUALIFICATION	• Grade 12 or Relevant Diploma		
MINIMUM EXPERIENCE & OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 with more than four (4) years' relevant experience or relevant diploma with three (3) years' relevant experience. • Advanced MS Office knowledge 		
DESIRED QUALIFICATION AND/OR EXPERIENCE	<ul style="list-style-type: none"> • Relevant Degree with more than five (5) years' experience as a Secretary or administrative support to an Executive or Top manager, preferably in a Higher Education environment 		
DIRECT ENQUIRIES TO	• Dr. N Mrwetyana @ 051 507 3150 / nmrwetyana@cut.ac.za		

MAIN TASKS

1. Provide secretarial and reception services	2. Provide financial administrative support
3. Provide general administrative support	4. Provide logistical support
5. Provide liaison/client care	6. Assist in the development and submission of reports

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