

RECRUITMENT ADVERTISEMENT

REGISTRAR Student Services

POST TITLE	Assistant Residence Manager (Mannheim Men Residence)		
REFERENCE NUMBER	• 2441	CLOSING DATE FOR APPLICATIONS	• 06 March 2015
POST LEVEL	• P-9		
MINIMUM QUALIFICATION	<ul style="list-style-type: none"> • Grade 12 • Relevant Diploma / Certificate 		
MINIMUM EXPERIENCE & OTHER REQUIREMENTS	<ul style="list-style-type: none"> • 1 to 2 years related experience 		
DESIRED QUALIFICATION AND/OR EXPERIENCE	<ul style="list-style-type: none"> • Proficient in Excel & Word (Intermediate Level) 		
DIRECT ENQUIRIES TO	<ul style="list-style-type: none"> • Mr Monare Kabi at 051507 3149 OR mkabi@cut.ac.za 		

MAIN TASKS

1. Provision of suitable accommodation for students	2. Co-ordination of living and learning programmes
3. Conduct Residence administration	4. Conduct community outreach programmes
5. Contribute to the review and development of Residence Policies and Procedures	6. Compile and submit reports
7. Management and development of Wardens and House Committee members	8.

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