



RECRUITMENT ADVERTISEMENT

TEACHING AND LEARNING Institutional Planning and Quality Enhancement

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| POST TITLE | Secretary to Director: Academic Planning | | |
| REFERENCE NUMBER | • 267 | CLOSING DATE FOR APPLICATIONS | • 07 October 2016 |
| POST LEVEL | • P-11 | | |
| MINIMUM QUALIFICATION | • Grade 12 | | |
| MINIMUM EXPERIENCE & OTHER REQUIREMENTS | <ul style="list-style-type: none"> • 2 to 3 years related experience • Advanced MS Office knowledge | | |
| DESIRED QUALIFICATION AND/OR EXPERIENCE | • Relevant three year qualification and more than three years related experience | | |
| DIRECT ENQUIRIES TO | • Dr D Balia at 051 507 3303 or dbalia@cut.ac.za | | |

MAIN TASKS

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| 1. Provide secretarial and reception services. | 2. Manage the office. |
| 3. Provide administrative support | 4. Provide logistical support |

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