



# RECRUITMENT ADVERTISEMENT

## RESOURCES AND OPERATIONS WELKOM CAMPUS

<b>POST TITLE</b>	<b>Academic Administration Officer: Academic Administration</b>		
<b>REFERENCE NUMBER</b>	• 4270	<b>CLOSING DATE FOR APPLICATIONS</b>	• 02 June 2017
<b>POST LEVEL</b>	• P-13		
<b>MINIMUM QUALIFICATIONS, EXPERIENCE &amp; OTHER</b>	• Grade 12 with One (1) to Two (2) years related experience or a relevant Diploma/Certificate		
<b>DIRECT ENQUIRIES TO</b>	• Dr BP Badenhorst at <a href="mailto:bbadenho@cut.ac.za">bbadenho@cut.ac.za</a> (057 910 3633)		

MAIN TASKS	
1. Provide office management support	2. Provide logistical support
3. Provide administrative support	4. Assist in the compilation 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](mailto:jobs@cut.ac.za)