



RECRUITMENT ADVERTISEMENT

REGISTRAR Academic Administration

POST TITLE	Assessment Officer		
REFERENCE NUMBER	• 502	CLOSING DATE FOR APPLICATIONS	• 02 October 2015
POST LEVEL	• P-8		
MINIMUM QUALIFICATION & MINIMUM EXPERIENCE	<ul style="list-style-type: none"> Grade 12 with 5 to 6 years higher education experience in Assessment and Graduation processes. OR <ul style="list-style-type: none"> M+3 Qualification with 2 to 3 years higher education experience in Assessment and Graduation processes 		
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Comprehensive working knowledge of ITS systems Knowledge of legislation impacting on assessment in Higher Education Institutions. Systems knowledge of higher education institutions. Development of quality assurance mechanisms for Assessment and Graduation processes. 		
DESIRED QUALIFICATION AND/OR EXPERIENCE	<ul style="list-style-type: none"> Relevant Post Graduate qualification and five (5) years higher education experience in Assessment and Graduation 		
DIRECT ENQUIRIES TO	<ul style="list-style-type: none"> Mrs A Van Rooyen (avrooy@cut.ac.za) Tel: 051 507 3037 		

MAIN TASKS

1. Manage assessment resource	2. Manage & oversee the assessment processes for all Faculties
3. Develop assessment timetables electronically	4. Supervise & Manage staff and invigilators
5. Manage the certificate records and verification process	6. Develop reports and statistics
7. Conduct mark adjustments	

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