

# RECRUITMENT ADVERTISEMENT

## REGISTRAR Committee Services

POST TITLE	Committee / Administrative Officer		
REFERENCE NUMBER	• 546	CLOSING DATE FOR APPLICATIONS	• 06 May 2016
POST LEVEL	• P10		
MINIMUM QUALIFICATION & EXPERIENCE	• Grade 12 with 1 to 2 years related experience or a relevant Diploma / Certificate		
DESIRED QUALIFICATION AND/OR EXPERIENCE	• A relevant three (3) year degree and more than 4 years' experience in a committee/secretariat environment at a tertiary institution		
DIRECT ENQUIRIES TO	• Mrs Lizelle Venter at 051 507 3057 or <a href="mailto:liventer@cut.ac.za">liventer@cut.ac.za</a>		

### MAIN TASKS

1. Provide administrative and logistical support to Committee Services	2. Compile meeting agendas, take and circulate minutes of meetings
3. Maintenance of meeting records	

### 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)