



RECRUITMENT ADVERTISEMENT

DVC: ACADEMIC Academic Planning

POST TITLE	Data Liaison: Legal/ Agreements (HEMIS)		
REFERENCE NUMBER	• 100	CLOSING DATE FOR APPLICATIONS	• 12 June 2015
POST LEVEL	• P8		
MINIMUM QUALIFICATIONS & MINIMUM EXPERIENCE	<ul style="list-style-type: none"> • Relevant M+3 tertiary qualification. • Two to three years' experience in preparing HEMIS data submissions. 		
DESIRED EXPERIENCE	<ul style="list-style-type: none"> • An understanding of HEMIS data preparation and submission processes. • VALPAC, ITS HEMIS subsystem knowledge and Advanced MS Excel skills. • Experience in liaising with business divisions facilitating the correction of HEMIS errors. 		
DIRECT ENQUIRIES TO	• Mr A Magwentshu 051 507 3591 OR amagwentshu@cut.ac.za		

MAIN TASKS

1. Planning, preparation and submission of HEMIS data to DHET.	2. Data validation with VALPAC Software.
3. Liaise with various business divisions to facilitate correction of HEMIS errors.	4. Document correspondence exchanged between the HEMIS office and other divisions.
5.	6.

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