

RECRUITMENT ADVERTISEMENT

OFFICE OF THE REGISTRAR

POST TITLE	Manager: Institutional Regulatory Code (IRC) & Compliance (Bloemfontein Campus) <i>Two (2) years fixed term appointment</i>		
REFERENCE NUMBER	• 837	CLOSING DATE FOR APPLICATIONS	• 05 September 2014
POST LEVEL	• P7		
MINIMUM QUALIFICATION	• M+4 Legal qualification		
MINIMUM EXPERIENCE & OTHER REQUIREMENTS	<ul style="list-style-type: none"> • 3 years' experience which includes policy development and monitoring of legal compliance • Proven knowledge of the King III Report 		
DESIRED QUALIFICATION AND/OR EXPERIENCE	• LLB or other relevant law qualification and/or experience in risk management or records management		
DIRECT ENQUIRIES TO	• Dr N Mrwetyana at 051 507 3150 / nmrwetyana@cut.ac.za		

MAIN TASKS

1. Assist in the development, implementation and monitoring of relevant processes and systems in line with University requirements and relevant legislation	2. Administration and maintenance of CUT Regulatory documents and the IRC Manual System
3. Maintains and implements an IRC Records Management System	4. Implements the University's Promotion of Access to Information Manual
5. Provide support and information on the IRC	6. Institutional monitoring of compliance to Governance and Legislative requirements
7. Develop, manage and implement a budget for the unit	8. Develop and submit 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