

# RECRUITMENT ADVERTISEMENT

## FACULTY OF HUMANITIES

### Department of Mathematics, Science and Technology Education

<b>POST TITLE</b>	<b>Senior Administrative Assistant</b>		
<b>REFERENCE NUMBER</b>	• 739	<b>CLOSING DATE FOR APPLICATIONS</b>	• 07 November 2014
<b>POST LEVEL</b>	• 13		
<b>MINIMUM QUALIFICATION</b>	• Grade 12 or three (3) years Diploma		
<b>MINIMUM EXPERIENCE &amp; OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Grade 12 with more than three (3) years' relevant experience in administrative and logistical support or relevant Diploma with two (2) years' relevant experience in administrative and logistical support.</li> <li>• Knowledge of ITS</li> </ul>		
<b>DESIRED QUALIFICATION AND/OR EXPERIENCE</b>	• Relevant Degree with more than three (3) years' experience in administrative and logistical support in faculties of Higher Education Institutions		
<b>DIRECT ENQUIRIES TO</b>	• Dr W Setlalentoa @ 051 507 3347 / wsetlale@cut.ac.za		

### MAIN TASKS

1. Department administrative services	2. Academic Staff Support
3. Student support	4. Office Management
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](mailto:jobs@cut.ac.za)