

## TEACHING AND LEARNING Institutional Planning and Quality Enhancement

POST TITLE	<b>Data Liaison: Legal and Agreements</b> <i>Bloemfontein campus</i>		
REFERENCE NUMBER	• 100	CLOSING DATE FOR APPLICATIONS	• 10 August 2018
POST LEVEL	• P8	NATURE OF APPOINTMENT	• Permanent support services
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> <li>• National Diploma in Information Management/IT or equivalent</li> <li>• 3 years' experience in a similar position</li> <li>• Advanced MS Excel knowledge</li> <li>• HEMIS knowledge</li> </ul>		
DESIRED QUALIFICATION AND/OR EXPERIENCE	<ul style="list-style-type: none"> <li>• Degree in Information Management/IT or equivalent</li> <li>• 5 years' experience in a similar experience position within an academic environment.</li> </ul>		
DIRECT ENQUIRIES TO	• Dr. Antoni Szubarga at 051 507 3654 or szubarga@cut.ac.za		

### MAIN TASKS

1. Assist with the implementation and monitoring of the University requirements and relevant legislation regarding statutory data management and associated agreements	2. Ensure management of data risks
3. Conduct planning for annual cycles	4. Administer data management
5. Conduct data validation and submission	6. Conduct data and information retrieval
7. Manage record keeping	8. Liaise with stakeholders regarding institutional data
9. 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. If you haven't received feedback in four weeks, consider your application not shortlisted.
- 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)