



RECRUITMENT ADVERTISEMENT

RESOURCES AND OPERATIONS Communications & Marketing

POST TITLE	Officer: School Liaison and Recruitment		
REFERENCE NUMBER	• 154	CLOSING DATE FOR APPLICATIONS	• 22 September 2017
POST LEVEL	• P-11		
MINIMUM QUALIFICATION	<ul style="list-style-type: none"> • A relevant Diploma or National Diploma in Marketing/Communication • or equivalent 		
MINIMUM EXPERIENCE & OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Two (2) to Three (3) years' experience • Valid Driver's Licence 		
DESIRED QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • Degree in Marketing or equivalent • Four (4) years relevant experience, in a Higher Education environment 		
DIRECT ENQUIRIES TO	• Mr. Dan Maritz at dmaritz@cut.ac.za or 051 507 3820		

MAIN TASKS

1. Campus visits	2. Consultations with learners and parents (individually and in groups).
3. Talks at school parents; evenings.	4. Recruitment fairs in regions.
5. Career exhibitions.	6. Campus and Faculty Days.
7. District and municipal visits.	8. Support faculty-driven initiatives with brand activation and goodies during outreach programmes

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