

# RECRUITMENT ADVERTISEMENT

## TEACHING AND LEARNING Centre for Innovation in Learning and Teaching

POST TITLE	Teaching and Learning Coordinator <i>Bloemfontein campus</i>		
REFERENCE NUMBER	• 1915	CLOSING DATE FOR APPLICATIONS	• 10 August 2018
POST LEVEL	• P8	NATURE OF APPOINTMENT	• Fixed term support services (contract until 31 December 2020)
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> <li>• A relevant Master's level degree</li> <li>• 3 years' relevant experience in a higher education environment or in academic development and support</li> </ul>		
DESIRED QUALIFICATION AND/OR EXPERIENCE	<ul style="list-style-type: none"> <li>• PhD in Education/Higher Education Studies (or relevant Doctorate level degree)</li> <li>• 5 or more years higher education experience</li> </ul>		
DIRECT ENQUIRIES TO	• Ms. GM Bohloko at 051 5073444 or gbohloko@cut.ac.za		

### MAIN TASKS

1. Ensure implementation of University Capacity Development Grant (UCDG) projects in Faculty	2. Coordinate student academic development and support initiative in the faculty
3. Coordinate the implementation of the faculty teaching and learning plans	4. Coordinate academic staff training and development in the faculty
5. Coordinate the use of teaching and learning technologies in the faculty	6. Manage the student peer mentorship programme in the faculty
7. Administration and support	8. Manage the graduate attributes project in the faculty

### 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)