



# RECRUITMENT ADVERTISEMENT

## REGISTRAR Student Services

<b>POST TITLE</b>	<b>Unit Administrator: Health Centre &amp; Psychological Services</b>		
<b>REFERENCE NUMBER</b>	• 2190	<b>CLOSING DATE FOR APPLICATIONS</b>	• 14 July 2017
<b>POST LEVEL</b>	• P-12		
<b>MINIMUM QUALIFICATION &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Grade 12 with 1 to 2 years related experience or relevant Diploma / Certificate</li> <li>• 2 years' experience in Admin in Higher Education preferably in a wellness/ Counselling environment</li> <li>• Good communication skills, good computer literacy especially Word, Excel, good organizing skills</li> </ul>		
<b>DESIRED QUALIFICATIONS &amp; EXPERIENCE</b>	• 3 year National Diploma in Office Management or equivalent		
<b>DIRECT ENQUIRIES TO</b>	• Mr G Cronje at 051 507 3156 or <a href="mailto:gcronje@cut.ac.za">gcronje@cut.ac.za</a>		

### MAIN TASKS

1. Provide operational support for the unit	2. Conduct liaison and communication support for the unit
3. Maintain and accurate database for the section	4. Provide logistical support
5. Assist with the compilation and submission of 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](mailto:jobs@cut.ac.za)