



RECRUITMENT ADVERTISEMENT

REGISTRAR Student Services

POST TITLE	Supervisor: Mannheim Men Residence		
POST LEVEL	• P-12		
REFERENCE NUMBER	• 2411	CLOSING DATE FOR APPLICATIONS	• 07 July 2017
MINIMUM QUALIFICATION & EXPERIENCE	• Grade 12 with 1 to 2 years related experience or a relevant Diploma/ Certificate		
OTHER REQUIREMENTS	• Working knowledge of MS Word & Excel		
DIRECT ENQUIRIES TO	• Dr P Tondi at 051 5073785 or ttondi@cut.ac.za		

MAIN TASKS

1. Oversee the cleaning and maintenance of the residence and its grounds	2. Maintain and control the Residence Asset Register
3. Conduct administration	4. Prepare and oversee arrangement for special groups being accommodated in the Residences
5. Monitor and reports on Occupational Health & Safety risks and hazards	

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