

## TEACHING AND LEARNING Institutional Planning and Quality Enhancement

POST TITLE	Director: Institutional Planning and Quality Enhancement <i>Bloemfontein campus</i>		
REFERENCE NUMBER	• 258	CLOSING DATE FOR APPLICATIONS	• 10 August 2018
POST LEVEL	• P5	NATURE OF APPOINTMENT	• Five-year Senior Manager performance based contract
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> <li>• Doctoral degree</li> <li>• 5 years exposure to higher education institutional planning, with some involvement in quality, data and research management.</li> </ul>		
DESIRED QUALIFICATION AND/OR EXPERIENCE	<ul style="list-style-type: none"> <li>• 8 years exposure to higher education institutional planning, with some involvement in quality, data and research management.</li> </ul>		
DIRECT ENQUIRIES TO	<ul style="list-style-type: none"> <li>• Prof DP Ngidi at 051 507 3060 or <a href="mailto:dngidi@cut.ac.za">dngidi@cut.ac.za</a></li> </ul>		

### MAIN TASKS

1. Assist the executive manager with the development of the section's policies and manage the implementation thereof	2. Manage the performance and development of staff
3. Manage the implementation of institutional planning	4. Manage a budget for the section
5. Ensure monitoring and evaluation of operational plans in line with objectives	6. Develop reports
7. Represent the Section internally and externally at different forums	

### 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)