



# RECRUITMENT ADVERTISEMENT

## OFFICE OF THE DEPUTY VICE CHANCELLOR: RESEARCH, INNOVATION & ENGAGEMENT

<b>POST TITLE</b>	<b>Executive Secretary to the Deputy Vice-Chancellor: Research, Innovation &amp; Engagement</b>		
<b>REFERENCE NUMBER</b>	• 283	<b>CLOSING DATE FOR APPLICATIONS</b>	• 16 February 2018
<b>POST LEVEL</b>	• P-9	<b>NATURE OF APPOINTMENT</b>	• Permanent support services
<b>MINIMUM QUALIFICATION &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Grade 12 with at least 3 to 4 years of relevant experience OR</li> <li>• Relevant Diploma with 2 to 3 years' experience</li> </ul>		
<b>DESIRED QUALIFICATION AND/OR EXPERIENCE</b>	The following would be an advantage <ul style="list-style-type: none"> <li>• B.Tech Office Management or equivalent</li> <li>• At least 5 (Five) years' experience in similar position with 2 (Two) years in an academic institution</li> <li>• Evidence of advanced MS office knowledge</li> <li>• Proven Project administration experience</li> </ul>		
<b>DIRECT ENQUIRIES TO</b>	• Prof AB Ngowi at <a href="mailto:angowi@cut.ac.za">angowi@cut.ac.za</a> or 051 507 3165		

### MAIN TASKS

1. Provide secretarial and reception services	2. Provide financial administrative support
3. Provide general administrative support	4. Provide liaison/ client care
5. Assist in the development 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)