



RECRUITMENT ADVERTISEMENT

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

POST TITLE	Executive Secretary to the Deputy Vice-Chancellor: Research, Innovation & Engagement <i>Bloemfontein campus</i>		
REFERENCE NUMBER	• 283	CLOSING DATE FOR APPLICATIONS	• 22 June 2018
POST LEVEL	• P-9	NATURE OF APPOINTMENT	• Permanent support services
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> Grade 12 with at least 3 to 4 years of relevant experience OR Relevant Diploma with 2 to 3 years' experience 		
DESIRED QUALIFICATION AND/OR EXPERIENCE	The following would be an advantage <ul style="list-style-type: none"> B.Tech Office Management or equivalent At least 5 (Five) years' experience in similar position with 2 (Two) years in an academic institution Evidence of advanced MS office knowledge Proven Project administration experience 		
DIRECT ENQUIRIES TO	• Prof AB Ngowi at angowi@cut.ac.za 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. 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