



RECRUITMENT ADVERTISEMENT

TEACHING AND LEARNING Institutional Planning and Quality Enhancement

POST TITLE	Quality Enhancement Coordinator <i>Bloemfontein campus</i>		
REFERENCE NUMBER	• 956	CLOSING DATE FOR APPLICATIONS	• 29 March 2018
POST LEVEL	• P-9	NATURE OF APPOINTMENT	• Permanent support services
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> • M+3 qualification at NQF level 6 • 1 year work experience in Office Management environment 		
DESIRED QUALIFICATION AND/OR EXPERIENCE	<ul style="list-style-type: none"> • Relevant M+4 qualifications at NQF level 7 • 3 years' work experience in Office Management environment • Advanced computer, communication and administrative skills 		
DIRECT ENQUIRIES TO	• Dr A Szubarga at 051 507 3008 or szubarga@cut.ac.za		

MAIN TASKS

1. Coordinate internal and external academic programme reviews for the institution	2. Coordination and project administrative support of related Quality Enhancement Project(s) and implementation of project strategy
3. Coordinate the sharing of data on behalf of CUT for accurate data analysis and reporting	

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 within 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