



RECRUITMENT ADVERTISEMENT

TEACHING & LEARNING Innovation in Learning & Teaching

POST TITLE	Deputy Director: Student Academic Development & Support <i>Bloemfontein campus</i>		
REFERENCE NUMBER	• 96	CLOSING DATE FOR APPLICATIONS	• 16 February 2018
POST LEVEL	• P-6	NATURE OF APPOINTMENT	• Permanent support services
MINIMUM QUALIFICATION	• M-degree in Higher Education studies		
MINIMUM EXPERIENCE & OTHER REQUIREMENTS	• 5 years in a training environment or equivalent		
DESIRED QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • PhD in Higher Education studies or equivalent • 8 years in a training environment, with 5 years lecturing in a higher education environment 		
DIRECT ENQUIRIES TO	• Prof MLE Monnapula-Mapesela (Imapesela@cut.ac.za or 051 507 3245)		

MAIN TASKS

1. Manage and ensure implementation of the unit's services (Teaching & Learning) Supplemental Instruction (SI) and support to special needs students. Student Peer Mentorship programme) Writing Centre and Language Support.	2. Provide advice and support to academic managers and lecturing staff in support of students
3. Represent the unit internally/externally at different forums	4. Manage and monitor a budget for the unit
5. Implement relevant policies and operational plans for the unit	6. Provide reports with regards to Student Academic Development and Support to stakeholders
7. Manage the performance and development of staff in own unit	

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