



RECRUITMENT ADVERTISEMENT

OFFICE OF THE DEPUTY VICE-CHANCELLOR: ACADEMIC & RESEARCH

POST TITLE	Executive Secretary to the DVC: Academic & Research		
REFERENCE NUMBER	• 283	CLOSING DATE FOR APPLICATIONS	• 04 December 2015
POST LEVEL	• P-9		
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> • Grade 12 with 3 to 4 years plus experience OR • Relevant Diploma with 2 to 3 years' experience 		
DESIRED QUALIFICATION AND/OR EXPERIENCE	<ul style="list-style-type: none"> • B.Tech Office Management or equivalent • Advanced MS office knowledge • Project administration experience • 5 (Five) years' experience in similar position with 2 (Two) years in an academic institution 		
DIRECT ENQUIRIES TO	• Mrs Priya Nundlall (pnundlal@cut.ac.za) 051 507 3004		

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