



# RECRUITMENT ADVERTISEMENT

## ACADEMIC AND RESEARCH Institutional Planning and Quality Enhancement

<b>POST TITLE</b>	<b>University Time-Table Officer</b>		
<b>REFERENCE NUMBER</b>	• 4458	<b>CLOSING DATE FOR APPLICATIONS</b>	• 04 December 2015
<b>POST LEVEL</b>	• P-9		
<b>QUALIFICATIONS, EXPERIENCE &amp; OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Relevant three (3) year post-grade 12 qualification or equivalent</li> <li>• Knowledge of timetabling system and relevant software</li> <li>• Experience of working with relational databases, and reporting tools</li> <li>• Highly computer literate with Microsoft Office Components</li> </ul>		
<b>DIRECT ENQUIRIES TO</b>	• Dr D Balia 051 507 3303 OR <a href="mailto:dbalia@cut.ac.za">dbalia@cut.ac.za</a>		

### MAIN TASKS

1. Administer all internal and external venue bookings, including the following: Halls, Auditoriums, Sports facilities	2. Coordinate CUT time table for both campuses including: facilitate workings of CUT time table committee, operate time –tabling software, Provide Time Table related reports
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### 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)