



RECRUITMENT ADVERTISEMENT

REGISTRAR Student Services

POST TITLE	Manager: Residences		
POST LEVEL	• P-7		
REFERENCE NUMBER	• 131	CLOSING DATE FOR APPLICATIONS	• 07 July 2017
MINIMUM QUALIFICATION	• Degree in Hospitality/Management /Education/Social/Sciences or equivalent		
MINIMUM EXPERIENCE & OTHER REQUIREMENTS	• 3 years' experience in management of a residence in a tertiary institution or similar		
DESIRED QUALIFICATION AND/OR EXPERIENCE	<ul style="list-style-type: none"> • Post Graduate Degree in Hospitality/Management/Education/Social Sciences or equivalent • 5 years' experience in the management of a residence in a tertiary institution or similar 		
DIRECT ENQUIRIES TO	• Dr P Tondi at 051 5073785 or ttondi@cut.ac.za		

MAIN TASKS

1. Develop Policies and procedures to ensure the effective functioning of the residences	2. Ensure comprehensive management systems and processes are developed and implemented in the residences in support of student academic success and development
3. Assist with annual revision of Student Residence Rules, constitutions and codes	4. Promotes the academic development of students in the residences
5. Manages student judicial affairs	6. Evaluate performance of assistant managers, administrator, Residences and provides reports
7. Provide input into the development of a budget for the unit and implement budgetary controls	8. Compile and submit reports
9. Represent the unit internally at different forums	10. Management of leasing the residences

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