

RECRUITMENT ADVERTISEMENT

POST TITLE	Skills Development and Short Learning Programme Coordinator Bloemfontein		
REFERENCE NUMBER	1107	CLOSING DATE FOR APPLICATIONS	3 December 2021
POST LEVEL	P9	NATURE OF APPOINTMENT	5 Years Fixed-Term Contract
MINIMUM SALARY SCALE (TOTAL COST TO COMPANY)	R 506 963 per annum		
<p><i>Note: CUTis applies an internal parity model to determine remuneration that complies with the principle of "equal pay for work of equal value". Accordingly, the preferred candidate may expect an offer that is in line with their qualifications and years of similar experience. Please contact the Recruitment office for more information on the applicable salary scale</i></p>			
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> • Relevant Qualification at NQF7 in education/skills development-related • At least 5 years' experience of working with SETA's • Proven excellent proposal and report writing skills • Ability to communicate and interact at various levels with stakeholders • Knowledge and experience of online programme/content delivery platforms • Post-secondary education and training frameworks and regulations 		
DIRECT ENQUIRIES TO	Zelda Uwah  zuwah@cut.ac.za		
MAIN TASKS			
1. Implement and manage skills development projects and short learning programmes	2. Manage learner records and provide administrative support on all projects	3. Coordinate and manage training activities and monitor, evaluate and report on all projects	4. Manage and maintain CUTis learning platforms
5. Coordinate all communication in respect of training and liaise with stakeholders			
IMPORTANT INFORMATION REGARDING YOUR APPLICATION <i>(Kindly ensure that you read and comply before submitting your application)</i>			
<ul style="list-style-type: none"> • A CUT application form (completed on Skillsmap); • 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. <p><u>Also note:</u></p> <ul style="list-style-type: none"> • The certification of copies included in the application should be within three (3) months of the submission of the application. • Failure to submit a complete application may result in the disqualification of the application from the selection process. 			
GENERAL REMARKS			
<ul style="list-style-type: none"> • Candidates will be recruited and appointed in accordance with the Employment Equity and Affirmative Action Programmes of the CUTis. • CUTis 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 in eight weeks, consider your application not shortlisted. • CUTis 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. 			
<p>To find out more or to apply, visit www.cut.ac.za/careers or visit https://cut.jb.skillsmapafrica.com/</p>			