

# RECRUITMENT ADVERTISEMENT

## RESOURCES AND OPERATIONS Welkom Campus

POST TITLE	Unit Administrator: Welkom Support Services <i>Welkom Campus</i>		
REFERENCE NUMBER	• 4414	CLOSING DATE FOR APPLICATIONS	• 8 March 2019
POST LEVEL	• P12	NATURE OF APPOINTMENT	• Permanent support services
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> <li>• Grade 12 with 1 to 2 years related experience</li> <li>• Advanced MS Office knowledge</li> </ul>		
DESIRED QUALIFICATION AND/OR EXPERIENCE	<ul style="list-style-type: none"> <li>• Relevant Diploma / certificate and more than two years related experience</li> </ul>		
DIRECT ENQUIRIES TO	• Dr. C Moreku at 051 9103 505 or cmoreku@cut.ac.za		

### MAIN TASKS

1. Provide secretarial and reception services	2. Provide administrative support
3. Provide logistical support	4. Capturing and processing students' residence applications

### 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. If you haven't received feedback in four weeks, consider your application not shortlisted.
- 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)