



RECRUITMENT ADVERTISEMENT

RESOURCES AND OPERATIONS Estates and Infrastructure

POST TITLE	Manager: Logistics <i>Bloemfontein Campus</i>		
REFERENCE NUMBER	• 109	CLOSING DATE FOR APPLICATIONS	• 29 March 2019
POST LEVEL	• P8	NATURE OF APPOINTMENT	• Permanent support services
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> • Grade 12 with 5 to 6 years related experience, of which 2 years in a supervisory/management role OR relevant 3-year degree/diploma with 3 to 4 years related experience, of which 2 years in a supervisory/management role. • Intermediate MS Office skills (Word, Excel, Outlook) • Basic financial/budgeting skills • Report writing skills • Code B Driver's License 		
DIRECT ENQUIRIES TO	• Mr WR Pengilly at 051 507 3010 or rpengilly@cut.ac.za		

MAIN TASKS

1. Assist in the development, implementation and monitoring of logistical processes and systems in line with University requirements and relevant legislation	2. Oversee the postal services function
3. Oversee the fleet management and function	4. Oversee building cleaning services
5. Oversee grounds and gardens cleaning and maintenance services	6. Oversee the venue services
7. Manage waste processes in line with sustainable development processes	8. General sub-unit management and administration including: <ul style="list-style-type: none"> • Project Management (landscaping & sports fields, irrigation) • Develop, manage and implement a budget for the sub-unit • Manage the performance and development of staff • Ensure submission of reports • Committee participation

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