

# RECRUITMENT ADVERTISEMENT

## OFFICE OF THE VICE-CHANCELLOR AND PRINCIPAL Institutional Renewal and Transformation

<b>POST TITLE</b>	<b>Transformation Officer</b> <i>Bloemfontein Campus</i>		
<b>REFERENCE NUMBER</b>	<ul style="list-style-type: none"> <li>855</li> </ul>	<b>CLOSING DATE FOR APPLICATIONS</b>	<ul style="list-style-type: none"> <li>10 January 2020</li> <li>Please note that we will be closed from 13 Dec 2019 to 1 Jan 2020. During this period, we will not be available for queries or manual submissions of applications.</li> </ul>
<b>POST LEVEL</b>	<ul style="list-style-type: none"> <li>P10</li> </ul>	<b>NATURE OF APPOINTMENT</b>	<ul style="list-style-type: none"> <li>Fixed term support services (until 31 Dec 2020)</li> </ul>
<b>MINIMUM QUALIFICATION &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>A postgraduate qualification with at least an Honours Degree/B Tech</li> <li>Three years' experience within the public university environment</li> </ul>		
<b>DIRECT ENQUIRIES TO</b>	<ul style="list-style-type: none"> <li>Prof P Sepeng at 051 507 3025 or psepeng@cut.ac.za</li> </ul>		

### MAIN TASKS

1. Monitor and evaluate transformation projects	2. Provide operational support in and coordinate special projects
3. Provide technical and research support in dealing with large data sets	4. Write preliminary reports on Transformation & Institutional Renewal programmes
5. Provide Administrative Support to the Institutional Renewal and Transformation office	

### 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)