



# RECRUITMENT ADVERTISEMENT

## REGISTRAR Academic Administration

<b>POST TITLE</b>	<b>Assistant Registrar: Academic Structure and Student Enrolment Bloemfontein Campus</b>		
<b>REFERENCE NUMBER</b>	• 344	<b>CLOSING DATE FOR APPLICATIONS</b>	• 26 April 2019
<b>POST LEVEL</b>	• P6	<b>NATURE OF APPOINTMENT</b>	• Permanent support services
<b>MINIMUM QUALIFICATION &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Postgraduate degree qualification in Administration or equivalent</li> <li>• 5 years' relevant experience, with 2 years in a managerial position in a Higher Education Institution.</li> </ul>		
<b>DESIRED QUALIFICATION AND/OR EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Master's degree in Administration or equivalent</li> <li>• 8 years relevant Academic Structure and Student Enrolment Services experience, with 5 years' managerial experience in a Higher Education Institution</li> </ul>		
<b>DIRECT ENQUIRIES TO</b>	• Ms N Dlamini at 051 507 3711 or ndlamini@cut.ac.za		

### MAIN TASKS

1. Provide input into the development, as well as review, implementation and enforcement of policies and procedures to govern the administration of Academic Structure and Student Enrolment Services Unit	2. Manage and monitor the implementation of Student Enrolment Services systems and processes.
3. Manage and oversee student access processes	4. Manage and maintain the Academic Structure of the University's programmes.
5. Manage and oversee communication within CUT community and beyond	6. Manage and oversee student funeral insurance cover.
7. Manage the performance and development of staff.	8. Provide input into the development of a budget for the unit.
9. Develop and provide reports	10. Represent the unit internally at different forums.

### 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)