



RECRUITMENT ADVERTISEMENT

TEACHING AND LEARNING Centre for Innovation in Learning and Teaching

POST TITLE	Unit Administrator: Scholarship of Teaching and Learning (SoTL) <i>Bloemfontein campus</i>		
REFERENCE NUMBER	• 840	CLOSING DATE FOR	• 1 March 2019
POST LEVEL	• P12	NATURE OF APPOINTMENT	• Fixed Term Support Services (Contract until 31 December 2020)
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> • Grade 12 • 2 to 3 years related experience 		
DESIRED QUALIFICATION AND/OR EXPERIENCE	<ul style="list-style-type: none"> • Relevant Diploma / certificate and more than 2 years related experience 		
DIRECT ENQUIRIES TO	• Dr R Sebolao at 051 507 3136 or rsebolao@cut.ac.za		

MAIN TASKS

1. Provide research administration support services	2. Provide financial administrative support
3. Provide logistical support	4. Provide administration and keep records of all SoTL
5. Compile reports	

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

By e-mail:

jobs@cut.ac.za