

# RECRUITMENT ADVERTISEMENT

## REGISTRAR Academic Administration

POST TITLE	<b>15x Data Capturers</b> <i>Internal advert – Limited to registered postgraduate and B Tech students</i>		
REFERENCE NUMBER	• DC2020	CLOSING DATE FOR APPLICATIONS	• 22 November 2019
POST LEVEL	• N/A	NATURE OF APPOINTMENT	• Temporary support services • Contract from 2 Jan – 28 Feb • 40 hours per week
MINIMUM QUALIFICATION & EXPERIENCE	• Currently enrolled as postgraduate or B Tech student		
DIRECT ENQUIRIES AND APPLICATIONS TO	• Mrs M Burger at 051 507 3784 or marlene@cut.ac.za		

### MAIN TASKS

- |                                                                                            |                                          |
|--------------------------------------------------------------------------------------------|------------------------------------------|
| 1. To assist all registration activities including online and manual application processes | 2. To provide friendly customer services |
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### IMPORTANT INFORMATION REGARDING YOUR APPLICATION

*(Kindly ensure that you read and comply before submitting your application)*

- The University may decide to consider only completed applications consisting of ALL the documents listed below for selection.
  - 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. Appointments will be negotiated with the successful candidate.
- Complete applications, quoting the specific reference number, should reach CUT on or before the closing date via:

#### **By hand:**

Academic Structure and Student Enrolment  
Services (Onestop enquiries)  
(Drop in blue inbox by door entrance)  
Lapeng Building, Ground floor  
Central University of Technology, Free State  
Bloemfontein

#### **By e-mail:**

[marlene@cut.ac.za](mailto:marlene@cut.ac.za)