

POST TITLE	CHAIR ADMINISTRATIVE ASSISTANT - CUT WHOLESALE AND RETAIL LEADERSHIP CHAIR IN FOOD SAFETY CULTURE AND SUSTAINABILITY		
REFERENCE NUMBER	828	CLOSING DATE FOR APPLICATIONS	24 November 2023
POST LEVEL	P13	NATURE OF APPOINTMENT	Fixed-Term 1-Year Support Services Contract (Renewable)
MINIMUM SALARY SCALE (TOTAL COST TO COMPANY)	R250 000.00 per annum		
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> • A relevant post-school qualification in the field of office management and administration or equivalent, with at least 2 years occupational experience • Previous experience in the wholesale, retail, food service, higher education, research and/or innovation sectors • Knowledge of skills development and training operations • Experience in project and financial management 		
GENERAL SKILLS AND COMPETENCIES REQUIRED	<ul style="list-style-type: none"> • Innovative, creative, initiative, and motivated • High-level written and verbal communication skills • Good self-management, planning and problem-solving ability. • Personable and able to communicate well with stakeholders. • Experience in procurement, budget control and financial reporting 		
JOB RELATED ENQUIRIES	Prof JFR Lues	✉	rlues@cut.ac.za
	Mrs L Els	✉	lels@cut.ac.za
APPLICATION PROCESS & BENEFITS	Recruitment Office	✉	jobs@cut.ac.za

MAIN TASKS

1. Schedule meetings and events, serve as secretariate and handle accompanying logistics and documentation.	2. Manage travel arrangements and bookings of Chair stakeholders.
3. Procure stationery, consumables and equipment	4. Handle payments and stipends in accordance with relevant policies
5. Assist with the management of learner and student registrations, logistics, communications and related activities.	6. Assist with budgeting and financial control
7. Assist with infrastructure and assets maintenance and upgrades where applicable.	8. Assist with marketing, reporting and compliance activities and documentation.

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

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

- A CUT application form (completed on SimplifyHR);
- 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.

Also note:

- The certification of copies included in the application should be within three (3) months of the submission of the application.
- Failure to submit a complete application may result in the disqualification of the application from the selection process.

GENERAL REMARKS

- Candidates will be recruited and appointed in accordance with the Employment Equity and Affirmative Action Programmes of the CUTis.
- CUTis 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 eight weeks, consider your application not shortlisted.
- CUTis 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.

To find out more or to apply, visit <https://cut.simplify.hr/>

