



RECRUITMENT ADVERTISEMENT

TEACHING AND LEARNING WIL and Skills Development

POST TITLE	Coordinator: Career Development Bloemfontein Campus		
REFERENCE NUMBER	• 27	CLOSING DATE FOR APPLICATIONS	• 25 January 2019
POST LEVEL	• P8	NATURE OF APPOINTMENT	• Permanent support services
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> • Relevant 3 year degree (NQF Level 7) • 3 years industry / higher education work experience, including at least 1 years' experience in training and coordination thereof at a post-school level 		
DESIRED QUALIFICATION AND/OR EXPERIENCE	<ul style="list-style-type: none"> • Post-graduate qualification (NQF level 8) with 5 years industry / higher education work experience, including at least 2 years' experience in training and coordination thereof at a post-school level 		
DIRECT ENQUIRIES TO	• Dr Henri Jacobs at 051 507 3352 or hjacobs@cut.ac.za		

MAIN TASKS

1. Assist with the implementation and monitoring of student placement programmes in line with the institutional vision and unit's plans	2. Provide and assess career development training, guidance and information to integrate results with future planning and initiatives
3. Coordinate and evaluate the placement of students for graduate placement	4. To plan, administer and coordinate the Employability Improvement Project at the University
5. To coordinate the training sessions and train students and staff on the Employability Improvement Project in accordance with set targets and standards	6. To monitor and evaluate the Employability Improvement Project
7. Develop and monitor a budget for the careers sub-unit	8. Provide administrative support for the unit and develop and submit 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 X20539
Bloemfontein, 9300

By e-mail:

jobs@cut.ac.za