



RECRUITMENT ADVERTISEMENT

RESOURCES AND OPERATIONS

Office of the Deputy Vice-Chancellor: Resources & Operations

POST TITLE	Executive Secretary to the Deputy Vice-Chancellor: Resources and Operations <i>Bloemfontein campus</i>		
REFERENCE NUMBER	• 220	CLOSING DATE FOR APPLICATIONS	• 26 October 2018
POST LEVEL	• P9	NATURE OF APPOINTMENT	• Permanent support services
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> Grade 12 with 3 to 4 years' experience in a highly complex support role within the Higher Education Sector or a relevant Diploma with 2 to 3 years' experience in a highly complex support role within the Higher Education Sector Advanced MS Office knowledge and skills 		
DESIRED QUALIFICATION AND/OR EXPERIENCE	<ul style="list-style-type: none"> Relevant Degree with more than five (5) years' experience as a secretary or administrative support to an executive or top manager, preferably in a Higher Education environment Proven ability to deal with ambiguity and complexity Proven ability to effectively manage competing stakeholder expectations and demands 		
DIRECT ENQUIRIES TO	• Dr Gary Paul at 051 507 3002 or gpaul@cut.ac.za		

MAIN TASKS

1. Provide secretarial and reception services	2. Provide financial administrative support
3. Provide general administrative support	4. Provide logistical support
5. Provide liaison/client care and effective stakeholder management	6. Assist in the development and submission of 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