

Jobs

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Welcome Mrs A Moffat Last Login: 28/3/2022, 12:48 (SAST)



Job Details

Course Administrator (post level 11) (Job ID 4324) - (76)

Job Title

Course Administrator (post level 11) (Job ID 4324)

Organizational Unit

University of the Free State -> Faculty of Natural and Agricultural Sciences -> Centre for Environmental Management

Contract Type

Permanent

Occupational Level

Semi-Skilled

Location

Bloemfontein Campus - , FS ZA (Primary)

Closing Date

27/3/2022

Description

KINDLY TAKE NOTE: Applications may only be submitted online through the official UFS vacancy website: <https://ufs.hua.hrsmart.com/>. Applications submitted through any other platform will not be considered.

Duties and responsibilities:

- Coordinate and administrate the postgraduate programmes presented by the Centre for Environmental Management (CEM).
- Handle all enquiries regarding the postgraduate programmes.
- Liaise with prospective, current and past students.
- Maintain the official CEM webpage and social media platforms relating to the postgraduate programmes.
- Develop marketing material used in the recruitment of students for various postgraduate programmes.
- Handle all communication with students relating to the application, selection and registration processes and contact sessions.
- Handle all communication with lecturers relating to contact sessions, as well as associated travel and accommodation arrangements.
- Provide general administrative support and assistance to postgraduate students.
- Coordinate and compile learning material, module guides and evaluation forms.
- Handle confidential student records, examination papers and scripts, as well as the electronic input of marks on Gradebook and Blackboard.
- Plan and organise post graduate student contact sessions, including booking venues, organising functions, excursions, and similar events.
- Administrate and coordinate arrangements for graduation and prize giving functions.
- Manage the web-based student support platforms (e.g. Blackboard, Question Mark) for the various post graduate programmes.
- Create individual student portfolios to keep track of student progress.
- Keep records of the teaching, learning and assessment activities of the post graduate programmes in preparation for institutional and external audits.

Please ensure all relevant documentation is attached to your application. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

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***Certified copies must not be older than 6 months:**

- A detailed curriculum vitae and cover letter;
- Certified copies (not older than 6 months) of qualifications (please provide the SAQA accreditation in the case of foreign qualifications);
- A certified copy (not older than 6 months) of your identity document (ID);
- Proof of registration with a Professional Body (if applicable);
- A copy of your driver's license (if applicable);
- A service record of your current employer / last employer (only applicable to external applicants).

Assumption of duties:

01 May or as soon as possible thereafter.

Closing date:

27 March 2022.

Salary:

The annual remuneration package, including benefits is R383 587.83 – R482 507.96 per annum, depending on the budget available for the position, relevant work experience and qualifications.

Enquiries:

For enquiries, please feel free to contact me at 051 401 9857 or email at NtauKR@ufs.ac.za or Recruit@ufs.ac.za. Additionally, kindly contact 051 401 7267 /9848 /9810 /9003 for assistance.

Fringe benefits:

(Subject to specific conditions): pension scheme, medical aid scheme, group life insurance, housing allowance, leave and sick leave, service bonus and study benefits.

General:

The University reserves the right not to fill the post. The University subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to candidates from the designated groups, in accordance with the principles of the aforementioned Act and the employee profile of the specific department/division.

The UFS is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Plan is available at [https://ufsacza.sharepoint.com/sites/supportservices/hr/Resources/Employment Equity Plan_July2017.pdf](https://ufsacza.sharepoint.com/sites/supportservices/hr/Resources/Employment_Equity_Plan_July2017.pdf). For this post, we seek particularly to attract black (i.e. African, Coloured and Indian) and disabled South African candidates.

The University processes personal information in line with its obligations under the Protection of Personal Information Act (POPIA) and any personal information provided to the University will be treated as confidential and processed in accordance with the rights provided to data subjects under POPIA.

The UFS will only consider applications of candidates who meet all the inherent requirements of the position. Applications that are incomplete will not be considered. Communication will be limited to shortlisted candidates only. Should you not be contacted within six weeks of the closing date for applications, you may assume that your application was unsuccessful.

The UFS will only consider applications of candidates who meet all the inherent requirements of the position.

➔ Apply for this Job

Adri Moffat

25 Leiden Street
Noordhoek
Bloemfontein
9301

Mobile Number: 084 403 4880
E –Mail Address: moffata@ufs.ac.za

I am a Senior Assistant Officer at the Department of Soil, Crop and Climate Sciences, at the University of The Free State.

KEY SKILLS

- Maintaining a high standard of work.
- Ability to work under pressure / meeting deadlines.
- Good interpersonal and communication skills.
- Good computer skills.
- Ability to function independently.
- Accurate, organized and efficient.
- Make decisions and take responsibility.
- Strong personality / good leadership skills.

CAREER HISTORY

FULL TIME EMPLOYMENT:

UNIVERSITY OF THE FREE STATE

Post Held: Senior Assistant Officer: Soil, Crop and Climate Sciences

Reporting to: Departmental Head: Prof A C Franke

Term of Employment: 2015 to current

Reference: Ronelle Etzebeth – 051 401 2222

Programs Used: Outlook / PeopleSoft / UFS Intranet / Microsoft Office

PART TIME EMPLOYMENT:

I give extra / tutorial classes for school children (Primary and Secondary level) in Afrikaans and English.

2016 – St Andrew’s School for Boys

2017 – St Michael’s School for Girls (Private Tutoring)

PREVIOUS EMPLOYMENT:

UNIVERSITY OF THE FREE STATE

Post Held: Officer (Laboratory Director for the TIA SAENSE Platform)

Reporting To: Platform Manager

Term of Employment: 2014 to 2015

Reference: Arista van der Westhuizen – 051 401 9190

Programs Used: Groupwise / PeopleSoft / UFS Intranet / Microsoft Office

Duties Performed:

- Schedule Laboratory Meetings and Student days
- Provide stock and necessities to students
- Ordering and controlling stock
- Check time keeping of students
- Receive, capture and store data from students
- Record keeping
- Administration duties
- Support and supervise visitors to the Laboratories
- Support Platform Manager with Administrative duties
- Quality control

S A EXPRESS AIRWAYS

Post Held: Customer Service Agent

Reporting To: Shift Manager

Term of Employment: 1999 – 2013

Reference: Charles Hiscock – 082 445 2838

Programs Used: Microsoft Office / Airline Programs

Duties Performed:

- Customer Service
- Passenger handling
- Travelling arrangements for customers
- Banking / Petty Cash
- Ticket Sales

- Supervising duties / Time keeping
- Conflict control
- First Aid Officer
- Lost Property Officer

ACCELERATED CHRISTIAN COLLEGE (ACC)

Post Held: English Teacher – First Language

Reporting to: Head Master

Term of Employment: 1998 – 1999 (Two Years)

Duties Performed:

- English First Language Grade 8 – 12
- Volley Ball Teacher
- Saturday School

PERSONAL INFORMATION

Age: 48 years – Matriculated 1991 with English Distinction

ID Number: 730827 0198 088

Nationality: South African

Marital Status: Married

TERITIARY EDUCATION

UNIVERSITY OF THE FREE STATE

B. A. Ed. (Languages) – Afrikaans Netherlands and English

1992 - 1995

DAMLIN MANAGEMANT SCHOOL

Diploma in Sales and Marketing

1997

VICTORIA TOMA DESIGNING SCHOOL

Diploma in Dress Designing

1996 – 1997

INTERESTS

- Gardening
- Reading
- Outdoor activities

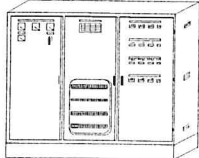
CONTROLLED POWER

TEL: 051 432 2581 CNR FRITZ STOKENSTROM
& FRED CATER STREETS
OFFICE FAX: 051 432 2583 2ND ENTRANCE
CELL: 082 579 4212 NEW EASTEND
MOBILE FAX : 082 579 1929 PO BOX 3775
BLOEMFONTEIN
9300

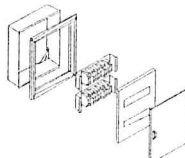
"BECAUSE POWER MEANS NOTHING WITHOUT CONTROL"

VAT: 4640179380

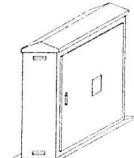
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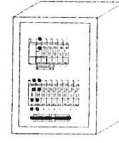
FLOOR STANDING



ARCHITRAVE



KIOSKS



SURFACE MOUNT

Building Management Systems,
Motor Control Centers
Plant Control Centers
Plc's, Power Factor Correction
Electrical, Telephone D.B's
Custom Steel Enclosures
DC to AC Applications
Electrical Installations

18/02/2013

To whom it may concern

Re: Me. A. Moffat

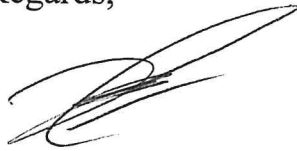
I hereby confirm that I have known Me A. Moffat for approximately ten years.

I have employed her on a temporary basis, various times. She is a hard worker, very dedicated and adaptable. She is a fast learner, and takes initiative when needed.

She is a very friendly person, and will be of great value to any company.

For any further reference, please do not hesitate to contact me, at 082 579 4212.

Regards,



Riaan Du Toit
riaan@cpower.co.za

AS Smith
51 William Staed Road
Uitsig
Bloemfontein
9301

18 February 2013

Ref: Testimonial of Me. A Moffat

To whom it may concern:

I Buks Smith ID 660304 5164 089 of sound mind have been a friend of Adri Moffat for the last 6 years.

It is thus with great pleasure and honour that I may offer the following testimonial regarding Adri Moffat ID 730827 0198 088 of Leiden street 25, Noordhoek, Bloemfontein.

Adri, in my mind is a pleasant person; she is friendly, outgoing and dependable. She is someone of sound character, to whom one can assign responsibility.

Yours truly
Buks Smith
082 494 6207





SOUTH AFRICAN EXPRESS

4th Floor Offices
West Wing
Pier Development
P O Box 101
OR Tambo International Airport
1627
South Africa
Tel: +27 11 978-9900
Fax: +27 11 978-5578
Website: www.flysax.com

To Whom It May Concern:

This letter serves to confirm that Adri Moffat has been in the employ of South African Express Airways, as a permanent employee, in the capacity of Customer Service Agent.

As a customer service agent, Adri, is required to deal with the public. She displays excellent listening and communication skills and also shows empathy toward her customers.

She is a very versatile employee and is able to work as either part of a team or as an individual. She shows good judgment skills and is able to make decisions independently. Adri is also very eager to learn new skills, and as such has also been given the opportunity to work in our ticketing office, which required her to perform two job functions at once, as well as dealing with money and other financial documents.

Adri is a valuable member of our team here at the airport, and we have been very lucky to have someone of her level and expertise. Should she successful in her application, she will be sorely missed.

Should you have any further enquiries, please do not hesitate to contact me.

Yours truly,

KIRSTEN MARTINDALE
Manager Passenger Operations
South African Express Airways
Bloemfontein Airport
Tel : +27 51 408 2923
Fax : +27 51 408 4836
Cell : +27 83 414 3782
Email : kmartindale@flysax.com

Directors

S Nicolaou (Chairman) LM Nyhonyha A Richman BF Mohale M Vuso P Maharaj * SP Mzimela (Chief Executive Officer) * SS Zulu (Chief Financial Officer) Alternate Director: C Christodoulou
Company Secretary: T Mamphiswana
*Executive Director

South African Express Airways (Pty) Limited

Co.Reg. No. 1990/07412/07



**UITSLAG VAN DIE SENIORCERTIFIKAAT-EKSAMEN
 EN SIMBOLE BEHAAL
 RESULT OF THE SENIOR CERTIFICATE EXAMINATION
 AND SYMBOLS OBTAINED**

91/11

HIERMEE WORD VERKLAAR DAT/THIS IS TO CERTIFY THAT

LANGENEGGER, ADRI

EKSAMENNOMMER
 EXAMINATION NUMBER

29816 / 148

soos volg in hierdie eksamen gepresteer het:-
 obtained the following results in this examination:-

**A. UITSLAG VAN DIE EKSAMEN/RESULT OF THE EXAMINATION
 SLAAG MET MATRIKULASIEVRYSTELLING.**

B. SIMBOLE BEHAAL/SYMBOLS OBTAINED

C AFRIKAANS EERSTE GRAAD SG
 A ENGLISH SECOND LANGUAGE HG
 D WISKUNDE SG
 E NATUUR-EN SKEIKUNDE HG
 F * BIOLOGIE SG
 E REKENINGKUNDE HG

**C. STUDIERIGTING/FIELD OF STUDY
 NATUURWETENSKAPLIK**

EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN
 DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELÉ
 IS. EK SERTIFISEER VERDER DAT, VOLGENS MY WAARNEMINGS DAAR NIE 'N
 WYSGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGE-

THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE
 ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I
 FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A
 CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING/SIGNATURE

MAGSNOMMER
 FORCE NUMBER

RANG
 RANK

NAAM IN DRUKSKRIF
 NAME IN PRINT

Namens UITVOERENDE DIREKTEUR : ONDERWYS
 For EXECUTIVE DIRECTOR : EDUCATION

Hierdie verklaring word uitgereik sonder verandering of uitwissing van enige aard
 This statement is issued without alteration or erasure of any kind.

PERSENTASIEWAARDE VAN SIMBOLE/PERCENTAGE VALUE OF SYMBOLS

A - 80% en meer/and over	D - 50-59%	FF - 30-33%
B - 70-79%	E - 40-49%	G - 20-29%
C - 60-69%	F - 33½-39%	H - 0-19%

'n Asterisk (*) teenoor 'n vak dui aan dat die vak op die hoër graad geskryf is maar op die standaardgraad geslaag is.

(#) teenoor 'n vak dui aan dat die vak op die standaardgraad geskryf is maar op die laer graad geslaag is.

An asterisk (*) against a subject indicates that the subject has been written on the Higher Grade but has been passed on the Standard Grade.

(#) against a subject indicates that the subject has been written on Standard Grade but has been passed on Lower Grade.

SUID-AFRIKAANSE POLISIEDIENS
HUMAN RESOURCE MANAGEMENT
2022 -03- 30
BAYSWATER
SOUTH AFRICAN POLICE SERVICE



Hiermee word verklaar dat die vierjarige graad

Baccalaureus Artium (Educationis)

MET TALE

toegeken is aan

ADRI LANGENEGGER

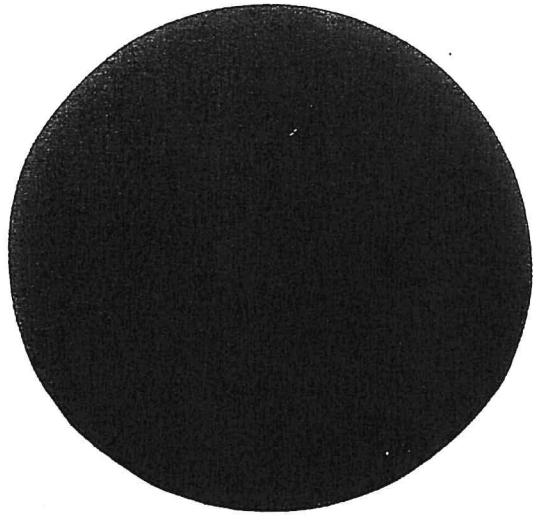
nadat aan die statute en regulasies van die Universiteit voldoen is.
As bewys daarvan plaas ons ons onderskeie handtekeninge en die seël van die Universiteit hieronder.

Taalendossement: AE


.....
Visekanselier


.....
Dekaan


.....
Direkteur: Studenteadministrasie



25 Maart 1996

Bloemfontein

WYSIGING OF VERKLEENING OP DIE OORSPRONKLIKE
BRING IS NIE.
I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING/SIGNATURE

MAGSNOMMER
FORCE NUMBER

RANK

NAAM IN
NAME IN



SOUTH AFRICAN POLICE SERVICE

BAYSWATER

2022-03-30

HUMAN RESOURCE MANAGEMENT

SUID-AFRIKAANSE POLISDIENST

Diploma

Delivered at the end of the accomplished course and final examination for Pattern Designing and Tailoring, with our Patented Method. We recognize

Adri Lungenegger
as Couturière.

Nov 1997
Date

Victoria M. Toma
Prof. Victoria M. Toma

Damelin

MANAGEMENT SCHOOL

SUID-AFRIKAANSE POLISIEDIENS
HUMAN RESOURCE MANAGEMENT
2022 -03- 30
BAYSWATER
SOUTH AFRICAN POLICE SERVICE

THIS IS TO CERTIFY THAT

Adri Langenegger

HAS SUCCESSFULLY COMPLETED A COURSE IN

Sales & Marketing Management

First Class

And in Testimony whereof has been awarded this

IK SERTIFIEER DAT HIERDIE DOKUMENT 'N WAARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKELIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELE IS. EK SERTIFIEER VERDER DAT, VOLGENS MY WAARNEMINGS DOORGELE WYSSINGS OF VERANDERING OP DIE OORSPRONKELIKE DOKUMENT AANGEBRING IS NIE.
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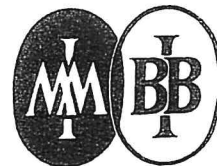
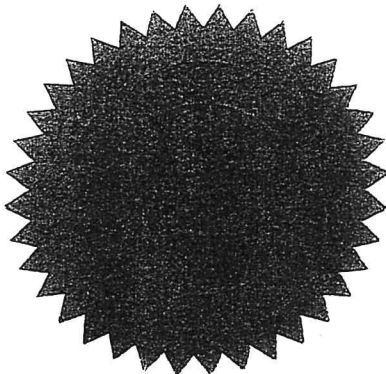
HANDEKENINGSIGNATURE

MAGSNOMMER
FORCE NUMBER

NAAM IN DRUKSKRIF
NAME IN PRINT

RANG
RANK

Certificate



Institute of Marketing Management

Given

IMM

2

September 10 1996

D.M.S.

AP Terblanche

GEREGISTREERDE WOON- EN POSADRES

1. Bewaar die bewys van u GEREKISTREERDE WOON- EN POSADRES in hierdie sakkie.

2. Indien u van adres verander het, of indien besonderhede van u huidige adres, by straatnaam en/of -nommer, ens. verander het, moet dit vorm KENNINGSGEWING VAN ADRESVERANDERING, wat ook seldem eerder in die identiteitsdokument is, gebruik word om die verandering van te meld en moet dit ingedien word by of gepos word aan die naaste streek-/distrikantoor van die DEPARTEMENT VAN BINNENLANDSE SAKE.

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in this pocket.

2. If you have changed your address, or, if particulars of your present address, e.g. name of street and/or street number, etc., have been changed, the NOTICE OF CHANGE OF ADDRESS form in the pocket at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS.

1

I.D.No. 730827 0198 08 8



S. A. BURGER/S. A. CITIZEN

VAN/SURNAME

MOFFAT

VOORNAME/FORENAMES

ADRI

GEBORTEDISTRIK OF-LAND/
DISTRICT OR COUNTRY OF BIRTH

SUID-AFRIKA

GEBORTEDATUM/
DATE OF BIRTH

1973-08-27



DATUM, UITGEREIK
DATE ISSUED

1998-12-21

UITGEREIK OP GESAG VAN DIE
DIREKTEUR-GENERAAL:
BINNELANDSE SAKE

ISSUED BY AUTHORITY OF THE
DIRECTOR-GENERAL:
HOME AFFAIRS

EK SERTIFISEER DAT DIE OORSCRYFTE DOKUMENT 'N WAAR AFKOPIE (OF KOPIE) IS VAN DIE OORSPRONKELIKE DOKUMENT WAT PAN MY NIE WAARNEMING VOORGELEI IS. EK SERTIFISEER VERDER DAT, VOLGENS MY WAARNEMING DAVAR NIE 'N WYBYSING OF VERANDERING OP DIE OORSPRONKELIKE DOKUMENT AANGEBRING IS NIE.

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HANDTEKENING/SIGNATURE

MAGSNOMMER / FORCE NUMBER: 467050 RANG / RANK: Lt Col

NAAM IN DRUKSKRIF / NAME IN PRINT: ADRI MOFFAT

SUID-AFRIKAANSE POLISIEDIENS

HUMAN RESOURCE MANAGEMENT

2022-03-30

BAYSWATER

SOUTH AFRICAN POLICE SERVICE

DRIVING LICENCE
BESTUURSLISENSIE

CARTA DE CONDUCAO

A MOFFAT

ID No.: 02/17308270198088

Birth/Geboorte:

27/08/1973 ZA Restr./Beperk.: 0

Lic. No./Lisensienr.:

30040008S9PN No.: 1

Valid/Geldig:

09/03/2017 - 08/09/2022

Issued/Uitgereik:

ZA

Code/Kode:



Veh. restr./Voertuigbeperk.:

First issue/Eerste uitreik. nr:

25/07/2002

A. Moffat

SADC

ZA

SOUTH AFRICA



