



Cape  
Peninsula  
University  
of Technology

creating futures

# GENERAL EMPLOYEE HANDBOOK

THE HUMAN CAPITAL DEPARTMENT

VISION  
**20  
30**

# WELCOME TO CPUT

We are so excited that you have joined us, and we wish you well in your career at CPUT.

We would like to introduce you to the Employee Handbook of Cape Peninsula University of Technology.

- This handbook serves as a guide to our policies, procedures, and resources. It is designed to support you throughout your journey with the institution.
- In this handbook you will find essential information regarding your **role, obligation, and the benefits** available to you as a valued member of our team.
- We believe that a positive workplace culture is key to our collective success, and this handbook outlines our ***commitment to employee development, engagement, and well-being.***
- Whether you're a new, or an existing employee, we encourage you to use this resource to effectively navigate and shape your experience with our Institution.

***Your growth and satisfaction are our top priorities, and we are here to support you every step of the way.***

# History of CPUT

The Cape Peninsula University of Technology was established on 1 January 2005, when the Cape Technikon and the Peninsula Technikon merged. This merger was part of a national transformation process that aimed to remodel the higher education landscape in South Africa.

Today, this institution is the only university of technology in the Western Cape. It is also the largest in the region, boasting more than 30 000 students, several campuses and service points and more than 80 career-focused courses.



# CPUT Campuses

The infrastructure of CPUT includes five campuses in prime locations, from the District Six campus in the Cape Town CBD to the Wellington Campus in the heart of the Boland as well as several other sites. They are as follows:

- Bellville Campus
- District Six Campus
- Granger Bay Campus
- Mowbray Campus
- Wellington Campus
- Roeland Street Building
- Groote Schuur Hospital
- Tygerberg Hospital

You can enjoy virtual tours of the Bellville Campus, these include the Food Science and Technology Building, the Bellville Administration Building, the Library and IT Centre. [Click here for Campus Virtual Tours.](#)



# Bellville Campus

The Bellville Campus million-rand Symphony Way is the administration hub of the Cape Peninsula University of Technology. The campus houses the Faculties of Applied Sciences, Engineering, and Health and Wellness Sciences, with courses from other faculties also presented on the Campus. The Campus boasts the Institution's cutting-edge facilities, which include the multi-million-rand Food Technology Building, which is the only facility of its kind on the African continent.

**Physical address**

Symphony Way (off Robert Sobukwe Road)  
Bellville

**Postal address**

PO Box 1906  
Bellville  
7535

**Contact Bellville Campus**

Tel: +27 21 959 6911

**Contact Bellville Campus Security**

Tel: +27 21 959 6301  
Tel: +27 21 959 6550



[Click here to visit Bellville](#)

# District Six Campus

Located on the slopes of the city's most famous landmark, Table Mountain, the Cape Town Campus has been renamed the District Six Campus (D6) because of its situation in the historic area known as District Six. This Campus is home to the Faculty of Business, which is the institution's largest Faculty, and the Faculty of Informatics and Design. Various courses from the Faculties of Applied Sciences, Engineering, and Health and Wellness Sciences are also offered on the D6 Campus.

## **Physical address**

Corner of Hanover and Tennant Street  
Zonnebloem

## **Postal address**

PO Box 652  
Cape Town  
8000

## **Contact District Six Campus**

Tel: +27 21 460 3911

## **Contact District Six Campus Security**

Tel: +27 21 460 3122

Campus

Tel: +27 21 460 3631



[Click here to visit District Six](#)

# Granger Bay Campus

With its prime seafront location, the Granger Bay Campus is home to the renowned Cape Town Hotel School, which is the oldest in the city. It also houses, the Maritime Engineering Department and the cutting-edge Survival Centre. The main attraction of the Campus is the stylish Hotel School Restaurant, which features uninterrupted sea views, a Show Kitchen and a sophisticated Alumni Cocktail Bar and Coffee Lounge.

**Physical address**

Beach Road  
Mouille Point

**Postal address**

PO Box 652  
Cape Town  
8000

**Contact Granger Bay Campus**

Tel: +27 21 440 5700

**Contact Granger Bay Campus Security**

Tel: +27 21 440 5726

[Campus](#)



[Click here to visit Granger Bay](#)

# Mowbray Campus

Nestled in the bustling streets of Mowbray, this Campus is the hub of teaching activities at CPUT and home to the Education Faculty. This Faculty is responsible for producing the largest number of teaching graduates annually in the Western Cape. The Campus is also home to the Department of Sports Management and the state-of-the-art Human Performance Laboratory.

**Physical address**

Highbury Road  
Mowbray

**Postal address**

PO Box 652  
Cape Town  
8000

**Contact Mowbray Campus**

Tel: +27 21 680 1500

**Contact Mowbray Campus Security**

[Mowbray Campus](#)

Tel: +27 21 680 1582



[Click here to visit](#)



# WELLINGTON CAMPUS

Located in the heart of Wellington, this picturesque campus is a collection of beautiful historic buildings, constructed in the early 1800's. The campus offers a range of courses in the Faculties of Applied Sciences, Business, as well as Education. The Education courses are presented in Afrikaans on the Wellington Campus.

## **Physical address**

Jan van Riebeeck Street  
Wellington

## **Postal address**

Private Bag X8  
Wellington  
7654

## **Contact Wellington Campus**

Tel: +27 21 864 5200

## **Contact Wellington Campus Security**

Tel: +27 21 864 5551



[Click here to visit Wellington Campus](#)

# Tygerberg Hospital

CPUT is the only Institution offering training in Radiography. The department, which falls under the Faculty of Health and Wellness, has a presence at Tygerberg Hospital, which is situated just minutes away from the Bellville Campus in the district of Parow.

## **Physical address**

Francie van Zijl Street  
Parow

## **Contact CPUT at Tygerberg Hospital**

Tel: +27 21 959 5571



## GROOTE SCHUUR HOSPITAL

CPUT, as is the only institution offering training in Radiography also has a department, that falls under the Faculty of Health and Wellness, and has a presence at Groote Schuur Hospital, located in Observatory.

**Physical address**  
Groote Schuur Drive  
Cape Town

**Contact CPUT at Groote Schuur Hospital**  
Tel: +27 21 442 6160

[Click here to visit Groote Schuur Hospital](#)



## ROLAND STREET BUILDING

Situated just minutes away from the District Six Campus, the Roeland Street Building is the administration and research hub of the Faculty of Informatics and Design.

**Physical address**  
Roeland Street  
Cape Town

**Contact CPUT at Roeland Street**  
Tel: +27 21 469 1000

[Click here to visit Roeland Street Building](#)



# Faculties and Short Courses



The Cape Peninsula University of Technology has six faculties offering more than 80 undergraduate and postgraduate courses in the fields of Applied Sciences, Business and Management Sciences, Education, Engineering & the Built Environment, Informatics and Design, as well as Health and Wellness Sciences.

The institution also offers a wide variety of short courses.



## Vice-Chancellor

Professor Chris Nhlapo, who was appointed in 2019, is the Vice-Chancellor and Principal of the Cape Peninsula University of Technology (CPUT). The Vice-Chancellor and Principal is responsible for Institutional leadership, which includes amongst others, governance and representation, academic and research leadership, strategic development and external relations and partnerships.

**Contact details:**

Tel: +27 21 959 6201

Email: [vc@cpu.ac.za](mailto:vc@cpu.ac.za)



# Executive Management

**Deputy Vice-Chancellor: Learning and Teaching  
Professor Rishidaw Balka**

The DVC: Learning and Teaching provides strategic leadership for academic faculties, ensuring excellence in teaching and learning.

**Contact details:** Tel: +27 21 460 3356

Email: [dvacademic@cput.ac.za](mailto:dvacademic@cput.ac.za)

**Deputy Vice-Chancellor: Research, Technology Innovation and  
Partnerships (RTIP)  
Professor Marshall Sheldon**

The DVC: RTIP provides leadership in research, innovation, and partnerships. This role also includes managing postgraduate studies, technology transfer, and research entities.

**Contact details:** Tel +27219596203

Email: [sheldonm@cput.ac.za](mailto:sheldonm@cput.ac.za)



# Executive Management

## **Deputy Vice-Chancellor: Operations (Acting)**

### **Mr Jerome Corns**

The DVC: Operations leads institutional resources and professional services at CPUT. The role oversees various support departments. These are Human Capital, ICTS, Student Affairs, Property Services and Protection and Risk Services.

Contact details: Tel: +27 21 460 3800

Email: [dvcooperations@cput.ac.za](mailto:dvcooperations@cput.ac.za)



## **Executive Director: Office of the Vice-Chancellor**

### **Professor Driekie Hay-Swemmer**

The Executive Director in the Office of the VC provides strategic and administrative support to the Vice-Chancellor and Principal. The Executive Director also coordinate high-level projects, internal and external engagement and oversees quality, auditing, risk, planning, and transformation.

**Contact details:** Tel: +27 21 959 6258

Email: [hayh@cput.ac.za](mailto:hayh@cput.ac.za)



# Executive Management

## Executive Director: Finance

**Mr Msulwa Daca**

The Executive Director of Finance is responsible for the University's financial strategy and operations, with the purpose of ensuring that the Institution's academic and strategic goals are enabled through sound financial leadership.

**Contact details:** Tel: +27 21 959 6204

E-mail: [exedirfin@cput.ac.za](mailto:exedirfin@cput.ac.za)

## Registrar

**Dr Phumzile Prudent Masala**

The Registrar serves as Secretary to Council and Senate and ensures institutional compliance. The role is also responsible for governance, legal services, and academic administration.

**Contact details:** Tel: +27 21 959 6243

Email: [registrar@cput.ac.za](mailto:registrar@cput.ac.za)





# Management Committee members

## **Dean: Faculty of Applied Sciences**

### **Professor Joseph Kioko**

As the Dean of the Faculty of Applied Sciences, Prof Kioko is responsible for eight academic departments which collectively offer 13 programmes of study, with nearly 4,000 students enrolled in this Faculty. Together, these programmes produce about 1,000 graduates annually with qualifications ranging from Diplomas to Doctoral degrees. Ensuring that Science graduates remain relevant in the face of the changing nature of work, is a major concern for Prof Kioko.

**Contact details:** Tel: +27 21 460 3213

Email: [KiokoJ@cput.ac.za](mailto:KiokoJ@cput.ac.za)



## **Dean: Faculty of Business and Management Sciences**

### **Professor Khathutshelo Mercy Makhitha**

The Faculty of Business and Management Sciences proudly holds the title of being the largest faculty at CPUT, serving over 12,000 students from across South Africa. The Dean of the Faculty of Business and Management Sciences is responsible for managing 16 academic departments and 1 academic unit which offer a diverse range of business qualifications.

**Contact details :** Tel: +27 21 460 3146

Email: [MakhithaK@cput.ac.za](mailto:MakhithaK@cput.ac.za)



# Management Committee members

## Dean of Education

Prof Andile Mji

The Dean of the Faculty of Education is responsible for five departments. This Faculty is the biggest teacher education provider in the Western Cape with students from all over the country.

**Contact details:** Tel: +27 21 680 1502

Email: [MjiA@cput.ac.za](mailto:MjiA@cput.ac.za)



## Dean of Informatics and Design

Professor Tembisa Ngqondi

The faculty of Informatics and Design is a cross-disciplinary faculty focused on the innovative intersection of design, architecture, urban and regional planning, media and information technology. It develops lifelong professionals who combine creativity, functionality, and digital innovation to shape the future of design, technological integration, and sustainable urban spaces. The faculty embraces inclusiveness and the spirit of uBuntu and uBunye, grounding its work in community and collaboration to address national and global complex industry and societal challenges.

**Contact details:** Tel: +27 21 959 6911

Email: [NgqondiT@cput.ac.za](mailto:NgqondiT@cput.ac.za)



# Management Committee members

## Dean of Health and Wellness Sciences

### Associate/Professor Nicole Brook

The Faculty of Health and Wellness is dedicated to delivering high-quality, interdisciplinary education and research. It emphasises experiential learning and strong partnerships with the Western Cape Department of Health, who is one of CPUT's most important stakeholders. The Dean of the Faculty of Health and Wellness Sciences is responsible for 7 departments and 2 396 students .

**Contact details:** Tel: +27 21 959 6570

Email: [BrooksN@cput.ac.za](mailto:BrooksN@cput.ac.za)



## Dean of Engineering & the Built Environment

### Professor Suresh Ramsuroop

The Dean of Engineering & the Built Environment is responsible for eight academic departments that offer a suite of qualifications from Diplomas to Doctoral degrees. The faculty also houses two technology stations and the National Skills Centre – SARETEC. The faculty has 200 academics with 100 support staff; and approximately 10 000 students, of which 6% are postgraduate students.

**Contact details:** Tel: +27 21 953 6897

Email: [RamsuroopS@cput.ac.za](mailto:RamsuroopS@cput.ac.za)



# Management Committee members

## Dean of Student Affairs

### **Ms Nonkosi Tyolwana**

The Dean of Students is responsible for the wellbeing, development and support of students and staff. This includes the development and professionalisation of student affairs staff members.

**Contact details:** Tel: +27 21 460 3395

Email: [TyolwanaN@cput.ac.za](mailto:TyolwanaN@cput.ac.za)



## Senior Director Information and Communication Technology Services (ICTS) (Acting):

### **Mr Sonwabile Mbobo**

The Acting Senior Director of ICTS, leads the strategic adoption and integration of cutting-edge digital technologies in order to drive innovation and sustain CPUT's reputation as a leading University of Technology.

**Contact details:** Tel: +27 21 959 6554

Email: [MboboS@cput.ac.za](mailto:MboboS@cput.ac.za)





# Management Committee members

**Senior Director: Human Capital Department**

**Ms. Vuyokazi Dwane**

The Senior Director of Human Capital leads the development and implementation of the People Agenda which aims to fulfil Vision 2030. Central to this mandate, is the optimisation of human capital structures, processes and technology complemented by the identification and development of individual, collective and institutional competencies. The success of the Human Capital Department relies on a robust operational and strategic foundation of competent and passionate professionals. This team is positioned to journey with and support employees, leadership and all organisational formations as they evolve and make their value-adding contribution to the strategic and operational agenda of CPUT.



**Contact details:** Tel: +27 21 460 8304

Email: [dwaneV@cput.ac.za](mailto:dwaneV@cput.ac.za)

# Cape Peninsula University of Technology

## VISION 2030

CPUT is Africa's leading Smart University of Technology, globally renowned for innovation, producing graduates who shape a better world for humanity.

## MISSION

CPUT transforms its students with the help of world-class researchers who inspire knowledge, production and cutting-edge innovation.

[Click here to Read our Comprehensive Vision and Mission](#)



# Cape Peninsula University of Technology

## VALUES

- Communicating **KINDNESS** and showing compassion (human heartedness) for the wellbeing of all our students and staff as expressed in ubuntu as a way of living;
- Being a testimony of **UNITY** (ubunye), whilst embracing diversity (ukungafani) in all its forms by being honest, transparent, credible and respectful;
- Showing **ACCOUNTABILITY** and accepting responsibility for all our actions and the actions that we have commit to taking;

# Cape Peninsula University of Technology

## VALUES

- Embracing **RESTORATION** as we deal with the legacy of our past and redress issues of equality, gender-based violence and any form of discrimination;
- Showing **PASSION** and demonstrating enthusiasm, devotion, intensity, tenacity and total commitment to everything that we undertake as a University of Technology; delivering uncompromising quality service and always searching for a better ways of doing things;
- Being **TECHNOLOGICALLY ASTUTE** and understanding as a staff member or student of CPUT. Aspire to embrace and take ownership of and experiment with the possibilities technology has to offer. These attributes facilitate a novel application of modern technology, enabling the enhancement of productivity and efficiency, whilst always focusing on innovation.



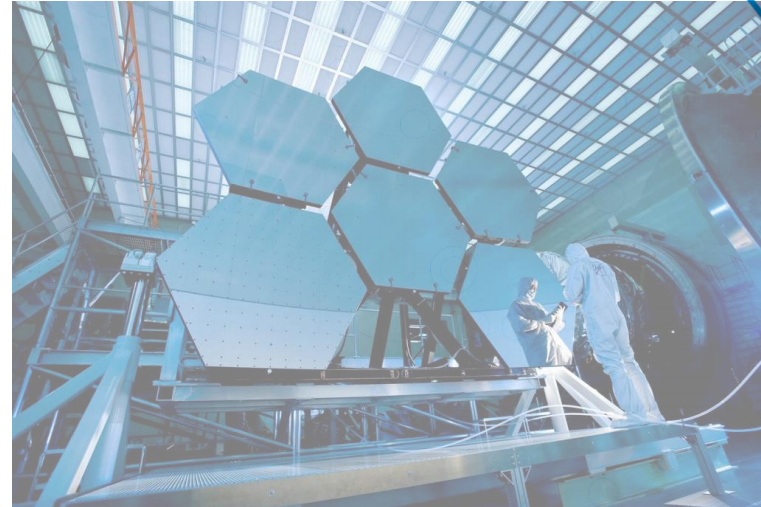
## Seven Focus Areas of Vision 2030

In order for CPUT to become One Smart University, the following strategic Focus Areas were identified to steer CPUT towards 2030

### FOCUS AREA 1

#### SMART ICT ENVIRONMENT AND ICTS WORKFORCE

One Smart CPUT will have a highly efficient and effective ICTS network in place that will support and enhance continuous improvement in teaching, learning, research and operations.



## FOCUS AREA 2

### SMART TEACHING AND LEARNING AND LEARNING ENVIRONMENTS

A smart, multi-disciplinary, student-centric education system implemented across the University that uses:

- adaptive learning programmes and learning portfolios for students
- Implement collaborative technologies and digital learning resources to enhance the teaching and learning at the University;
- computerized administration
- better information on our learners (learner analytics)
- online learning resources for academics and

students studying at own pace, place and space. ,CPUT is an institution known for face-to-face teaching, but which makes use of a blended learning/multi modal approach to cater for the needs of different students and the aspirations of lifelong learning.



### FOCUS AREA 3

#### SMART RTIP THAT IS RELEVANT AND EXCELLENT IN ITS KNOWLEDGE PRODUCTION

- Smart RTIP ensures the relevance and excellence of the knowledge that CPUT produces. This is achieved through the development of a range of activities that are in line with the needs of industrial revolutions and circular economic developments.
- Smart RTIP focuses on being innovative and relevant. It focuses on modes 2 and 3 knowledge production in support of research outcomes, whilst generating third income streams through innovation.



## FOCUS AREA 4

### SMART HUMAN CAPITAL AND TALENT

Smart human capital and talent ensure that we remain focused on people as our most important resource. CPUT is a living system where smart people are recognised and acknowledged for having a passion and curiosity for technology.





## FOCUS AREA 5

### SMART INTERNATIONALISATION

An internationalised university is characterised by the development of a multi-cultural ecosystem that provides an educational experience which prepares staff and students for a global environment at all levels.



## FOCUS AREA 6

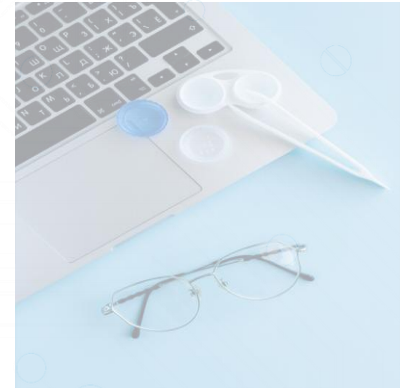
### SMART ENGAGEMENT AND STRONG LINKS WITH QUINTUPLE HELIX PARTNERS

Smart engagement and strong links with quintuple helix partners

At a smart university, there is collaboration and engagement with external stakeholders across all research and teaching activities, where the results of research are integrated into a technology orientation. Stakeholder relationships and strategic partnerships are key to driving innovation.

As One Smart CPUT, we are committed to collaborating and exchanging knowledge with industry, society and the public sector. In addition, we undertake, to form partnerships and relationships with a wide range of stakeholders according to the quintuple helix concept.

There is a need for strong links and dynamic exchanges with business incubators, science parks and other initiatives related to innovation and technology activities. These should strive to involve staff and students, with industry and business.



## FOCUS AREA 7

### SMART STUDENT ENGAGEMENT AND LEARNING EXPERIENCES

A smart university provides a learning environment that not only enables learners through access to digital resources and interaction with learning systems in any place and at any time, but also actively provides the necessary learning guidance, hints, supportive tools, or learning suggestions to them in the right place, at the right time, and in the right form.



## Focus Area for Human Capital

As the Institution has identified seven strategic Focus Areas, the handbook will focus exclusively on **Focus Area 4: Smart Human Capital and Talent**.

This Focus Area is central to supporting and empowering employees by fostering professional growth, enhancing workplace culture, and aligning talent strategies with the University's overall vision. Here you will find essential information about the Human Capital Department as well as the resources that are available to support you in your role.



## Focus Area 4: Smart Human Capital and Talent

Promote a culture of human-centricity that engenders smart people with integrity, who show mutual respect, excellence and nurture collaboration and are innovative in their support of One Smart CPUT.

### Objective 4. 1.

Re-imagine the CPUT workforce equipped with the appropriate skill sets, performing in a technology-driven and inspired environment, with the attitude and ability to adjust to the notion of One Smart CPUT.

### Objective 4.2.

Create a smart CPUT community that will contribute to a unified CPUT collective and unified identity - known for mutual respect, and a deep appreciation for diversity and other issues associated with transformation.

# Human Capital

## Vision

We are trusted HC partners, most recognised for our SMART, innovative solutions and service excellence in actively enabling and supporting the broader transformation of CPUT's People and Leadership aims.

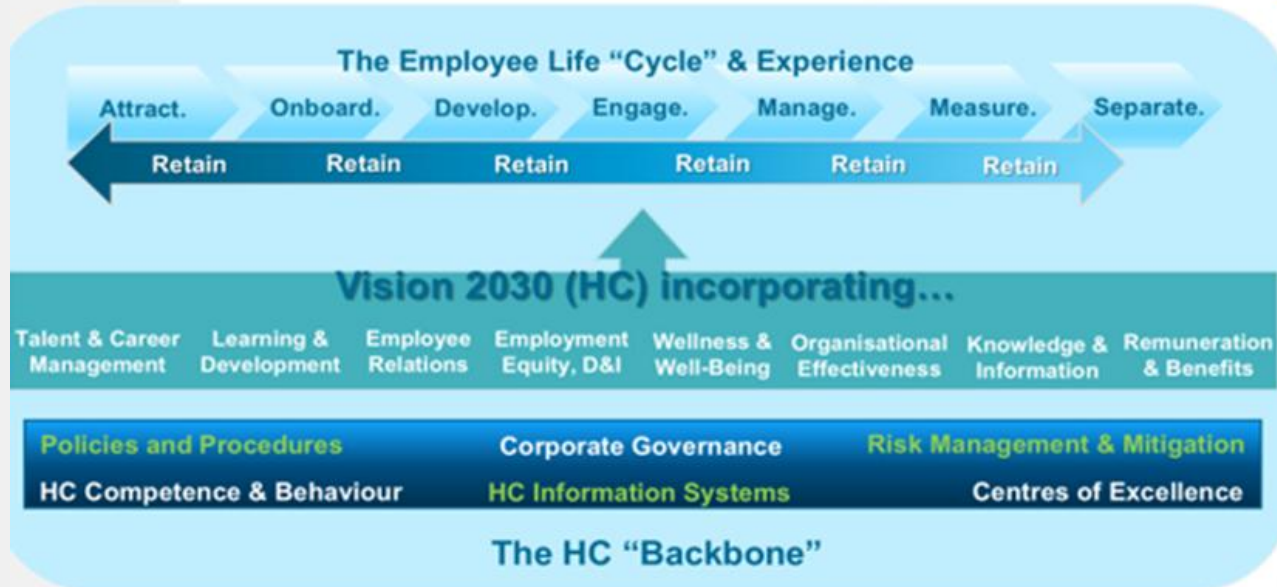
## Mission

“To proactively deliver SMART holistic human-centric, relevant and effective Human Capital solutions to enable CPUT to achieve its strategic and operational objectives.”



# Employee Life-Cycle

This model outlines the stages of the employee life cycle as a dynamic journey that begins with your entry into CPUT and continues through your growth, development, engagement and ultimately, a meaningful transition. Each stage is designed to support you in building a fulfilling and purpose-driven career within the Institution.



# Onboarding Process

## What is Onboarding?

Onboarding employees is described as the holistic framework of a new employee.

This framework consists of different phases starting from the recruitment and selection phase to the phase of functioning optimally in the role with good comprehension of:

- the University Compliance (policies and procedures),
- How your role feeds into the overall University vision and mission,
- the University's history, values, and strategy,
- meeting different key role-players.

It also checks in with how you are adjusting and

- includes Induction which will be further clarified later.



# Employee Onboarding

New and present staff can follow our informative videos, which include the 5 Phases of onboarding

- Phase 1 (Pre-onboarding / Induction)
- Phase 2 (General Induction)
- Phase 3 (Departmental Induction)
- Phase 4 (Workplace Development)
- Phase 5 (Feedback and Evaluation transitioning into a proficient, formal employee)

[Click here for Onboarding and Induction Information.](#)

# PRE-ONBOARDING

Visit our [Pre-Onboarding Phase Webpage](#) where you will find some common elements involved in pre-onboarding. You can also enjoy our pre-recorded video, [Compulsory Documents and Non-Compulsory Documents](#).

[Click here](#)

**1. Offer Acceptance:** This is when the candidate formally accepts the job offer extended by the University.

**2. Paperwork and Documentation:** Completing necessary paperwork such as employment contracts, tax forms, and other administrative documents.

**3. Background Checks:** Conducting background checks or verification processes as required by University policy.

**4. Communication:** Keeping in touch with the new hire to provide updates, answer questions, and making them feel welcome.

**5. Technology Setup:** Providing the necessary tools, equipment, and access to systems that the new hire will need to perform their job.

6. **Introduction to University Culture:** Providing information about the University's values, mission, vision and culture to help the new hire understand what to expect.
7. **Training Materials:** Sharing training materials or resources to help the new hire prepare for their role.
8. **Logistical Information:** Providing details about the first day, including where to report, who to ask for, and any other logistics.
9. **Welcome Package:** Sending a welcome package or email that includes information about the team, company swag, or other introductory materials.
10. **Setting Expectations:** Clarifying expectations for the first few weeks and months, including goals, timelines, and key milestones.

# Probation

The purpose of this process is as follows:

- to ensure that a newly appointed employee understands what is expected of him/her
- an explanation of the standards that are in place to measure his/her performance
- how he/she is progressing in his/her position
- what his/her evaluation is prior to the end of the probationary period.

The key to this process is clear communication between the Line Manager and the employee.

The Line Manager is the responsible person for this process and should explain the expectations regarding performance relating to the new position, as well as providing training that covers the specific duties and responsibilities of the position.

## Probation periods:

- 6 Months- Admin staff
- 12 Months- Academic Staff
- 12 Months- Executive staff



# Learning and Development Opportunities

[Click here for My Courses](#) : this refers to your learning path and comprises mandatory courses or courses that you have selected voluntarily to develop your competencies (skills, knowledge and behaviour). Please Note that All Mandatory courses must be completed before the 30th of November.

NB: All Academic staff are also required to complete the Fundani Learning pathway.

[Click here for All Courses](#) This is a comprehensive list of all the courses available for the year

[Click here for Voluntary Courses:](#) These are the courses that are available for enrolment

# Conditions of Employment

As a member of the Institution, employees are expected to uphold the standards, values, and policies that govern our workplace. This includes strict adherence to the **Protection of Personal Information Act (POPIA)** to ensure the confidentiality and ethical handling of all personal and institutional data. All employees are also bound by the **Code of Conduct**, which outlines the expected professional behavior, integrity, and accountability in all interactions and duties. Additionally, employees are required to observe the agreed **Hours of Work**, ensuring punctuality, reliability, and compliance with operational needs while supporting a balanced and productive work environment.

## POPIA ACT

The employee needs to sign a confidentiality form along with the employment contract.

1. The employee needs to acknowledge that all matters dealt with in the execution of his/her employment are confidential, and if divulged to any unauthorised person, could cause the Institution or its employees severe and irreparable harm.
2. Consequently, the employee hereby undertakes not to divulge in any manner whatsoever to any unauthorized person, firm, corporation, association or any other entity, any of the confidential information which comes to the knowledge of the employee in the course of exercising his/her duties.
3. This undertaking shall be valid for the entire period of the employee's employment with CPUT.
4. Should the employee breach this confidentiality undertaking, this could constitute a serious breach of a material term of his/her contract of employment with CPUT. Such a breach would entitle CPUT to take any action it may deem necessary and appropriate

## Employee code of conduct

### 1. Respect for the Law and University Policies

Staff should act in accordance with the laws of the Republic of South Africa as enshrined in our Constitution, and other legislation as well as the statutes, policies, directives and rules of the University

### 2. Respect for Persons and Their Rights

Staff should treat students, fellow staff members and members of the community equally, objectively and with the respect they expect from others.

Specific obligations include:

2.2.1 “Be courteous and responsive when dealing with others;”

2.2.2 “Act fairly and impartially when supervising other staff and when interacting with students in the context of teaching and learning;”

2.2.3 “Avoid unfair discrimination on the grounds set out in the section 9(3) of our Constitution, including, but not limited to, race, gender, sex, pregnancy, marital status, sexual orientation, age, belief, culture, language and religion;”

## Employee code of conduct

2.2.4 Make decisions that are procedurally fair to all those involved;

2.2.5 Engage in rational debate and allow alternative points of view to be expressed;

2.2.6 Avoid behaviour which might reasonably be perceived as harassing, bullying or intimidating;

2.2.7 Encourage independent scholarly learning.

## 3. Integrity

Staff should always act with integrity in carrying out their duties and should avoid conflicts between their private interests and their University responsibilities.

Examples include:

- personal, sexual and/or financial relationships, the receipt of gifts, outside work, the use of confidential information, external activities and public comment



## Employee code of conduct

### 4. Excellence

Staff should carry out their duties in a professional and conscientious manner.

Duties include:

4.1.1 Acting to the best of their abilities at all times and striving to attain the highest possible standards of performance.

4.4.2 Exercising care for others in employment-related activities.

4.2.3 Acting responsibly in so far as the use of alcoholic beverages or any other substance with an intoxicating effect is concerned.

4.2.4 Adhering to professional codes of conduct where applicable.

4.2.5 Reporting conduct or activities that could be prejudicial to the University

## 5. Efficiency

Staff should:

- 5.1.1 use University material and resources only for legitimate University purposes.
- 5.1.2 undertake and complete their duties expeditiously without compromising on quality.
- 5.1.3 avoid wasting University resources.

**The operational hours of CPUT are:**

Monday to Thursday 08h00 – 16h30

Friday 08h00 – 16h00

Admin and support staff will be required to work 38 hours and 15 minutes per week excluding a lunch break of 45 minutes. Flexi-time arrangements will be allowed, provided that there is continuous service delivery, it is properly managed, staggered and applied fairly by the line manager. The following flexi-arrangements will be allowed:

Monday to Thursday 07h30 – 16h00

08h00 – 16h30

08h30 – 17h00

Friday 08h00 – 16h00

Library services and Residences can agree upon flexi-time arrangements with their employees within the requirements of their operational hours. Protection services employees will operate within their agreed upon shifts.

Academic staff:

- No core hours.
- Must be at their post as per the timetable or when required during business hours

# Employment Equity

## Why does the University need an Employment Equity Plan?

- CPUT has an employment equity plan in place to assist in fulfilling the Employment Equity Act.
- Through the plan the university can ensure diversity and inclusion and help create a talented workforce that closely reflects the demographic profile of South Africa.
- This diversity achieved through the plan improves the educational experience for students and employees by developing a more complete and innovative environment.
- It also addresses social justice, reduces unfair discrimination and puts specific measures in place to accomplish equity in employment for designated groups, such as black people, women, and people with disabilities.
- By fulfilling the imperatives of the Employment Equity Act, CPUT not only complies with legal requirements but also strengthens its commitment to creating a fair, diverse, and dynamic academic community.

# Overview of Employment Equity Act

The Employment Equity Act (EEA) of South Africa, enacted in 1998(as amended), aims to promote equal opportunity and fair treatment in the workplace. Here are the key points:

## Purpose:

- Eliminate unfair discrimination in employment.
- Implement affirmative action to redress disadvantages experienced by designated groups (black people, women, and people with disabilities) to ensure their equitable representation in all occupational levels.

## Application:

- Applies to all employers and employees, with specific provisions for designated employers (those with 50 or more employees or meeting certain turnover thresholds).
- Excludes the South African National Defence Force, National Intelligence Agency, and South African Secret Services.



# Overview of Employment Equity Act

## Prohibition of Unfair Discrimination:

- No person may unfairly discriminate against an employee on various grounds, including race, gender, disability, and more.
- Affirmative action and inherent job requirements are not considered unfair discrimination.

## Medical and Psychological Testing:

- Medical testing is allowed only when required by law or justifiable.
- HIV testing is prohibited unless deemed justifiable by the Labour Court.
- Psychological testing must be valid, reliable, fair, and unbiased.

## Dispute Resolution:

- Disputes regarding unfair discrimination can be referred to the CCMA for conciliation and, if unresolved, to the Labour Court.
- This act is a crucial part of South Africa's efforts to create a more inclusive and equitable workforce.

# Overview of Employment Equity Act

If you are working at CPUT, it is important to understand the following aspects of EEA:-

- Understand the purpose of the EEA which aims to promote equal opportunity and fair treatment in employment through the elimination of unfair discrimination. It also recognises the implementation of affirmative action measures to redress disadvantages experienced by designated groups (black people, women and people with disabilities).
- Prevent unfair discrimination under the auspices of the EEA which bans unfair discrimination on various grounds, including race, gender, disability. As an employee, you should be aware of your rights and responsibilities to ensure a discrimination-free workplace.

# Employee Wellness services

## Access to counselling services:

Employees or eligible family members can directly contact the EWP provider via the dedicated hotline, email, or online portal. Each case is allocated a maximum of 6 sessions at no cost to the employee or his/her family

No prior authorization from management is required to ensure confidentiality.

## Managerial Referral (if applicable):

- Managers may recommend employees to the EWP if they observe signs of distress or impact on productivity.
- The line manager completes a formal managerial form and emails it to the Lifestyle and Wellness specialist or the external EWP service provider. The email should be copied to the Lifestyle and Wellness specialist.
- No employee can be referred without his/ her consent.
- Participation remains voluntary, and confidentiality is upheld.
- If a formal referral has been made, the referrer (line manager or lifestyle and wellness specialist) will receive a formal feedback form confirming attendance and recommendations. No counselling content will be shared. The line manager or referrer cannot share the report with any party without the consent of the employee.

# Employee Wellness services

## Contact EWP Provider:

- Call the hotline at 0800 111 223 or send an email to schedule an appointment or submit a formal referral form to the external EWP via [eap@momentum.co.za](mailto:eap@momentum.co.za)
- Your basic details should be provided (e.g., name, organization, contact information, and general reason for seeking assistance).
- Appointments are typically scheduled within 72 hours of receipt of the referral or as per the employee's availability
- In-person, telephonic, or virtual counselling sessions are offered.

# Employee Wellness services

## Trauma support

For trauma debriefing employees and their families can access a counsellor for debriefing services. The tollfree number may be called to access immediate crisis support

On-site group trauma debriefing sessions are also available for staff experiencing traumatic events. The line manager should engage with the HRBP or Lifestyle and Wellness specialist to request the services.

## Confidentiality

All interactions and records with the EWP are strictly confidential and are not shared with the employer or any third party without written consent, except where required by law.



# Employee Wellness services

## Ill-health incapacity

Employees must report ill-health incapacity to their line manager as soon as possible. The employee should provide a specialist report confirming diagnosis, treatment plan, recommendation, and prognosis.

The line manager should conduct a consultation session with the employee to understand their condition, its impact on their wellness, document key points discussed and share the findings with the HRBP and Lifestyle and Wellness specialist.

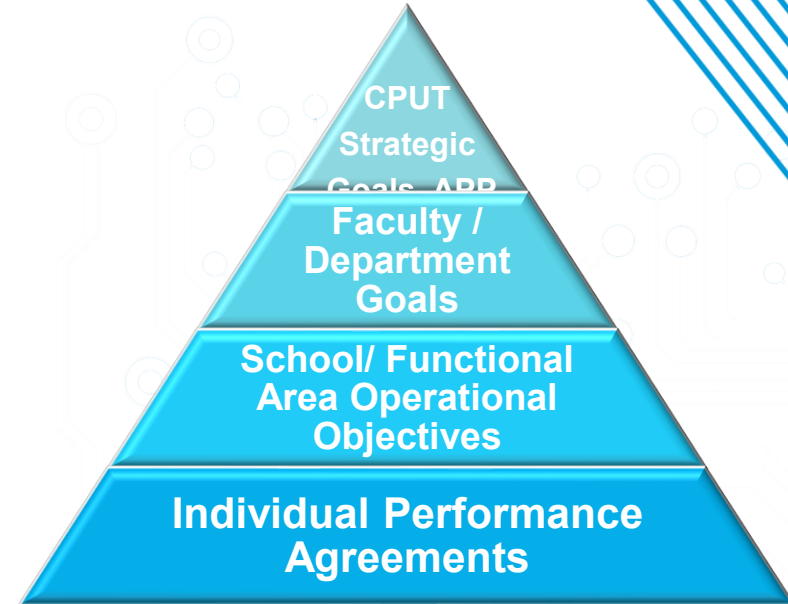
The HRBP, line manager and Lifestyle and Wellness Specialist develop an individualized action plan, which may include:

*Reasonable accommodation (short term with review periods)*  
*Gradual return to work.*  
*Temporary or permanent medical boarding application*

As a last resort refer to employee relation for incapacity where the employee does not qualify for temporary/ permanent disability and where no reasonable accommodation is viable.

# CPUT PERFORMANCE LEADERSHIP AND ENGAGEMENT

- Performance Leadership and Engagement at the Cape Peninsula University of Technology (CPUT) is a strategic approach aimed at aligning individual efforts and departmental goals with the University's vision and strategy.
- It is a shift towards a performance-driven institutional culture that promotes accountability, high productivity, engagement, support and development.



*Figure: Cascading of Strategic Goals*

# CPUT PERFORMANCE LEADERSHIP AND ENGAGEMENT CYCLE

- Performance Leadership and Engagement at CPUT involves setting clear objectives, providing regular objective feedback, and conducting performance reviews that align with the institutional strategy.
- It is designed to identify strengths, address areas for improvement, and facilitate continuous professional development through targeted development and support interventions.

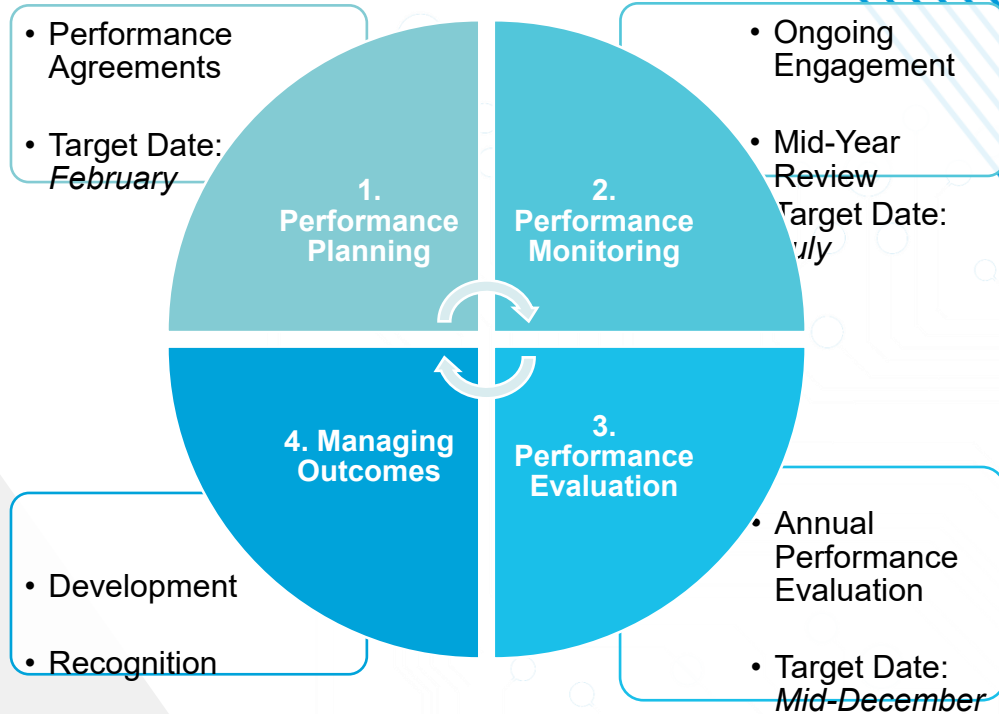


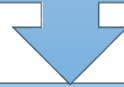
Figure: CPUT Performance Cycle

## Performance Leadership and Engagement

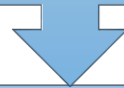
- Leadership management is a key focus at CPUT, as the institution seeks to develop effective leaders at all levels who can inspire, guide, and drive institutional change. The University invests in leadership development programs to equip leaders with the skills necessary to navigate the complexities of higher education, manage diverse teams, and implement strategies that promote academic excellence, innovation, and transformation.
- Through mentoring, coaching, and leadership training, CPUT aims to cultivate a leadership culture that values inclusivity, collaboration, and accountability.
- Overall, the performance and leadership management frameworks at CPUT are designed to ensure that staff members are motivated, empowered, and equipped to contribute to the university's vision, while fostering a leadership pipeline that supports sustained institutional growth and success.

# Benefits

**Dynamic Work Environment:** CPUT offers a vibrant and inclusive workplace that fosters innovation, collaboration, and personal growth across diverse academic and professional fields.



**Career Development Opportunities:** Employees have access to continuous learning, skills development programs, and clear career progression pathways supported by the institution



**Comprehensive Employee Benefits:** CPUT provides a competitive benefits package, including medical aid, pension schemes, study support, and wellness programs to support staff well-being.



# Benefits

## Academic Staff

42 working days per annum, must be taken during CPUT vacation periods

An additional 5 days given to academic staff appointed after 2005 to be used at any time during the year

## Admin/Support Staff

30 Days annual leave per annum including year-end recess

Maybe taken anytime during academic year

An additional 5 days given to admin staff appointed after 2005 to form part of the end of year recess period

Annual leave that is not taken during allowed academic cycle is forfeited.

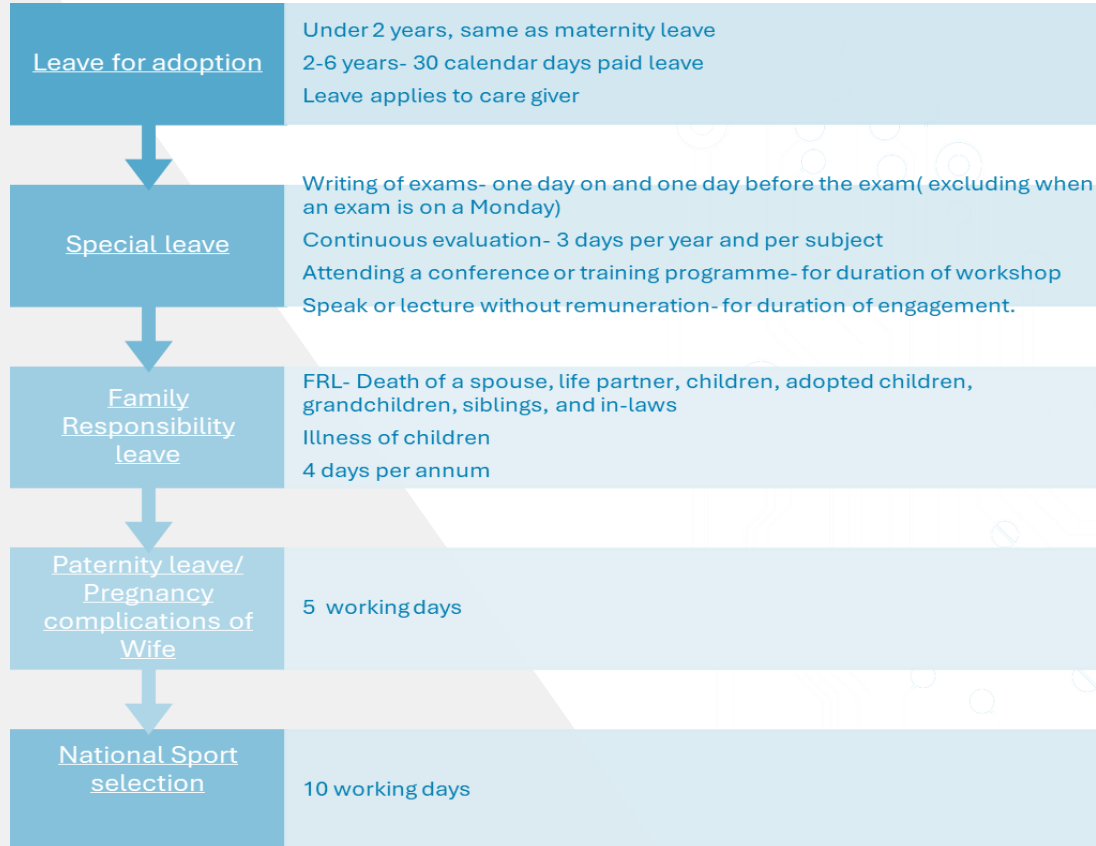
## Maternity Leave

After 9 months of service:

- Four months full pay
- 6 weeks in case of still born baby- commences after birth

Alternatively, 3 months full pay and next three months one third pay of UIF utilization

# Annual Leave



Accumulative Leave pre-2005  
May be taken any time during the year



Sick Leave  
90 calendar days at full pay and 90 calendar days at half pay over a three-year cycle.



Sabbatical Leave  
Research or industry placements

- 13<sup>th</sup> Cheque payable in December only to all permanent and contract staff with benefits
- Pro-rata amount payable depending on date of assumption of duties
- Fixed term contract only on completion of one year service with no break in service

## **BONUS PAYEMENT**

- R1300 for all Grade 5-18 staff
- R1000 for all Grade 1-4 staff

## **HOUSING ALLOWANCE**

# Employee Relations

## Grievance Code & Procedure

### Purpose

- To provide employees with an avenue to raise work-related concern/s, problems, or grievances they may have so that such matters can be dealt with fairly, and as quickly as possible.
- To provide a formal structure/ mechanism whereby an employee(s) can articulate any dissatisfaction directly to management, the resolution of which will be of direct benefit to both the employee and the organisation.
- To prevent or resolve conflict in the workplace as quickly and fairly as possible, by protecting the interests of both the organisation and the employee.
- To resolve any conflict or misunderstanding at the lowest level possible within the organisation hierarchy, as quickly as possible, preferably starting with an informal enquiry.
- To provide protection to an employee against any form of inequitable treatment or victimisation.



## Objectives

- To provide employees with an avenue to raise work related concern/s, problems, or grievances they may have so that such matters can be dealt with fairly, and as quickly as possible.
- To help an aggrieved employee (or group of employees) and their manager/ supervisor to address a grievance that has arisen from an act or omission committed by the employee's line manager or other person/s, that may adversely affect the employment relationship .
- To establish formal procedures for employees who wish to have their concern/s, problems or grievances heard and settled.
- It is not the aim of the Grievance Procedure to serve as an appeal mechanism against disciplinary action that has been taken against an employee (or group of employees) in terms of CPUT Disciplinary Code and Procedure.

## Principles

- An employee or group of employees may lodge a grievance on any matter concerning their rights in the work environment in terms of this grievance procedure.
- Managers /supervisors will help aggrieved employees to resolve such concerns by first using informal discussions if both parties agree.
- If an informal approach does not work, an aggrieved employee may lodge a formal grievance with the relevant line function.
- A formal grievance must be lodged in writing and all decisions taken during the process must be in writing.
- Lodging a grievance is a right and should preferably be discussed with the immediate supervisor/ Manager before engaging the grievance procedure.
- The grievances that emanate from a disciplinary action will be resolved and/or dealt with through an internal disciplinary mechanism.
- Management at various levels will consider every grievance lodged and genuine attempts will be made to resolve it.
- Management will attend to any grievance lodged and ensure that the resolution of such grievance are not unreasonably delayed. If there are unreasonable delays in dealing with grievances, then remedial action will be taken against the supervisor or any member of the management that fails to observe these principles.

- Management will consider all grievances lodged in a fair and just manner.
- Any employee lodging a grievance may be accompanied and/or represented at any stage of the procedure by a colleague or a trade union representative, who must be an employee of the University.
- Legal representation is not allowed in this process.
- No aggrieved employee shall be victimized or prejudiced directly or indirectly because of lodging a grievance.
- Where victimization is suspected after lodging a grievance, the aggrieved employee may submit details in terms of the Grievance Procedure and lodge a different grievance for investigation.

- A grievance is a formal complaint or expression of dissatisfaction regarding a perceived wrong or unfair treatment, often related to workplace issues, policies, or interpersonal conflicts.
- It represents a person's feelings of injustice or discomfort, prompting them to seek resolution or redress.
- Grievances can arise in various contexts, including employment, customer service, or personal relationships. These typically follow established procedures for addressing and resolving the issue at hand.

## Grievance Process

*Please click here .....to access the full grievance code and procedures.*

# Disciplinary Code & Procedure

## PURPOSE

To provide a set of guidelines which will be applicable to all CPUT employees and which will guide the action taken to correct behaviour that contravenes the codes, rules and standards of CPUT.

- To promote good order and efficient functioning of CPUT.
- To ensure that discipline is applied in a prompt, fair and consistent manner.
- To provide employees with a quick and easy guide to disciplinary grievance procedures.

## PRINCIPLES APPLICABLE

- Discipline is primarily a corrective measure and not a punitive one.
- Discipline is solely a management function.
- Discipline is a corrective measure and not a punitive one.



## Codes, Rules and Standards

- This code and procedure must be interpreted in accordance with the spirit and provisions of the Labour Relations Act 1995 (LRA) with particular reference to Schedule 8.
- Employee conduct which could warrant progressive disciplinary action is listed in the matrix of offences as per “Annexure A”. The list is not exhaustive.
- Management may discipline any employee in respect of any other conduct if the employee knew, or ought to have known, that the conduct constituted grounds for disciplinary action.
- Where applicable, the incident giving rise to the enquiry will be fully investigated to determine whether there is a case against the employee.

### Forms of Discipline:

Disciplinary action can take a number of forms, depending on the seriousness of the offence and whether the employee has breached a particular rule before. The following are the forms of discipline which may be meted out to an employee for an act(s) of misconduct.

- **Counselling/ Verbal Warning**
- **Written Warning**
- **Final Written Warning**
- **Suspension w/o pay**
- **Demotion**
- **Dismissal**

Please click here.....for CPUT's Disciplinary Code & Procedure.

# Separation

- Separation refers to the official procedure when an employee is leaving the Institution, which ***includes resignation, retirement*** or any kind of ***termination or natural attrition***.
- Employees may depart if they believe there are limited opportunities for career growth and promotion within the Institution.
- This is an important incident that affects both the departing staff member and the Institution itself.

# Types Separations

## 1. Resignation

### Definition:

- Voluntary exit initiated by employee
- Requires a signed resignation letter approved by Line Manager
- Final working day captured on ITS system

### Payout of:

- Statutory leave (if applicable)
- Accumulative leave (if applicable)

### Medical aid and other benefits terminated

- Exit email and file closure

## 2. Retirement

- Based on reaching the official retirement age or taking early retirement
- Requires formal notification
- Exit letter includes:
  - Retirement fund forms
  - PRMA (Post-Retirement Medical Aid, if applicable)
  - Retirement gift amount
- Payout of:
  - Accumulative leave
  - Statutory leave
  - Bonus (if applicable)
- UIF and Sanlam group life documents issued
- Medical cover termination date shared



### 3. Dismissal

Involuntary exit due to disciplinary action

Formal disciplinary process concluded

Exit letter issues post dismissal decision

Final payments processed (if applicable)

UIF documents prepared

System and leave clearance

## 4. Death

Exit initiated due to the passing of an employee

Requires death certificate and HR notification

Payouts processed to beneficiaries

Calculation of leave balance

Death benefits (e.g. Sanlam group life)

UIF documentation provided to next of kin

Final system exit, file closure, and notification to all stakeholders

## Human Capital Functional Areas – COEs/Specialists

Functional Area	Center of Excellence/ Specialist	Role	Campus
Head of Department	Ms Vuyokazi Dwane	Senior Director: Human Capital <a href="mailto:dwanev@cput.ac.za">dwanev@cput.ac.za</a>	District Six
Operations and Services	Ms Ncediwe Qomoyi	Director: Hc Operations and Services <a href="mailto:qomoyin@cput.ac.za">qomoyin@cput.ac.za</a>	Bellville
Employee Relations	Mr Bonginkosi Mcanyana	Manager: Employee Relation <a href="mailto:mcanyanab@cput.ac.za">mcanyanab@cput.ac.za</a>	District Six
Talent Management	Mr Seretse Moyo	Talent Manager <a href="mailto:moyos@cput.ac.za">moyos@cput.ac.za</a>	Bellville
Learning and Development	Ms Shahieda Hendricks	Expert: Learning and Development <a href="mailto:hendrickssh@cput.ac.za">hendrickssh@cput.ac.za</a>	Bellville
Organisational Effectiveness and Change	Ms Nonjabulo Zondi	Manager: Operational Effectiveness and Change <a href="mailto:zondino@cput.ac.za">zondino@cput.ac.za</a>	District Six

## Human Capital Functional Areas – COEs/Specialists

Functional Area	Center of Excellence/ Specialist	Role	Campus
Remuneration and Benefits	Ms Kirstin Pophaim	Manager: Remuneration and Benefits <a href="mailto:pophaimk@cput.ac.za">pophaimk@cput.ac.za</a>	District Six
Business Partnering	Mr Lukhanyo Tshangana	Senior Business Partner <a href="mailto:tshanganal@cput.ac.za">tshanganal@cput.ac.za</a>	Bellville
Employment Equity	Ms Lucina Reddy	Specialist: Employment Equity <a href="mailto:reddylu@cput.ac.za">reddylu@cput.ac.za</a>	District Six
Organisational Design	Mr Phillip Hatane	Specialist: Organisational Design <a href="mailto:hatanep@cput.ac.za">hatanep@cput.ac.za</a>	District Six
Employee Wellness	Ms Joyce-Lyn Esterhuizen	Specialist: Life and Wellness <a href="mailto:esterhuizenjo@cput.ac.za">esterhuizenjo@cput.ac.za</a>	District Six
Data and Business Analysis	Mr Khaya Burwana	Data and Business Analyst <a href="mailto:burwanak@cput.ac.za">burwanak@cput.ac.za</a>	Bellville

## Human Capital Functional Areas – COEs/Specialists

Functional Area	Center of Excellence/ Specialist	Role	Campus
Talent Management	Mr Mcacisi Mrwetyana	Talent Management Specialist <a href="mailto:mrwetyanam@cput.ac.za">mrwetyanam@cput.ac.za</a>	Bellville
Talent Management	Mr Duncun Estrais	Talent Management Specialist <a href="mailto:estraisd@cput.ac.za">estraisd@cput.ac.za</a>	Bellville
Talent Management	Ms Gugu Zondi	Supervisor: Talent Management <a href="mailto:zondig@cput.ac.za">zondig@cput.ac.za</a>	District six
HC Admin	Ms Gaynore Boyle	Team Leader: HC Admin <a href="mailto:boyleg@cput.ac.za">boyleg@cput.ac.za</a>	District six and Bellville



## Human Capital Allocation of Roles to Faculties and Departments

Department	Business Partner	Talent Acquisition Practitioner	Shared Services	HCBA
<ul style="list-style-type: none"> <li>Applied Sciences</li> <li>Fundani Centre</li> <li>Human Capital</li> <li>Institutional Planning</li> <li>Marketing &amp; Communication</li> </ul>	Ms Adeshini Mcintosh <a href="mailto:mcintosh@cput.ac.za">mcintosh@cput.ac.za</a>	Mr Ntsele Mehlokhulu <a href="mailto:mehlokhulun@cput.ac.za">mehlokhulun@cput.ac.za</a>	Ms Noma Maki <a href="mailto:makin@cput.ac.za">makin@cput.ac.za</a>	Ms Ruwaida Jarley <a href="mailto:jarleyr@cput.ac.za">jarleyr@cput.ac.za</a>
<ul style="list-style-type: none"> <li>Centre Water&amp; San. Res</li> <li>Facility Management</li> <li>Informatics &amp; Design</li> <li>Physical</li> <li>Planning &amp; Estate</li> </ul>	Ms Tablete Matele <a href="mailto:matelet@cput.ac.za">matelet@cput.ac.za</a>	Mr Chadley Smit <a href="mailto:smitc@cput.ac.za">smitc@cput.ac.za</a>	Mr Jabu Makhambi <a href="mailto:makhambij@cput.ac.za">makhambij@cput.ac.za</a>	Ms Liyabona Ginya <a href="mailto:ginyal@cput.ac.za">ginyal@cput.ac.za</a>

## Human Capital Allocation of Roles to Faculties and Departments

Department	Business Partner	Talent Acquisition Practitioner	Shared Services	HCBA
<ul style="list-style-type: none"> <li>• CPUT Libraries</li> <li>• Deputy Registrar</li> <li>• ICT Innovation &amp; Dev</li> <li>• Student Affairs</li> <li>• Centre for Diversity, Inclu &amp;change</li> </ul>	Mr Alxavier Lott <a href="mailto:lotta@cput.ac.za">lotta@cput.ac.za</a>	Mr Chadley Smit <a href="mailto:smitc@cput.ac.za">smitc@cput.ac.za</a>	Mr Odwa Siza <a href="mailto:sizaod@cput.ac.za">sizaod@cput.ac.za</a>	Ms Zerina Abrahams <a href="mailto:abrahamsze@cput.ac.za">abrahamsze@cput.ac.za</a>
<ul style="list-style-type: none"> <li>• Engineering &amp; Built Environment</li> <li>• Quality Management</li> </ul>	Ms Sibongile Mapela <a href="mailto:mapelas@cput.ac.za">mapelas@cput.ac.za</a>	Mr Welcome Mguni <a href="mailto:mguniw@cput.ac.za">mguniw@cput.ac.za</a>	Ms Yandiswa Vuwani <a href="mailto:vuwaniy@cput.ac.za">vuwaniy@cput.ac.za</a>	Ms Marina Louis <a href="mailto:louism@cput.ac.za">louism@cput.ac.za</a>

## Human Capital Allocation of Roles to Faculties and Departments

Department	Business Partner	Talent Acquisition Practitioner	Shared Services	HCBA
<ul style="list-style-type: none"> <li>• Education</li> <li>• Finance</li> </ul>	Ms Pauline Cloete <a href="mailto:cloetep@cput.ac.za">cloetep@cput.ac.za</a>	Ms Keabetswe Kebautlolile <a href="mailto:kebautlolilek@cput.ac.za">kebautlolilek@cput.ac.za</a>	Ms Viwe Lalela <a href="mailto:lalelav@cput.ac.za">lalelav@cput.ac.za</a>	Ms Wardah Peck <a href="mailto:peckw@cput.ac.za">peckw@cput.ac.za</a>
<ul style="list-style-type: none"> <li>• Advancement</li> <li>• CPGS</li> <li>• CIET</li> <li>• Health &amp; Wellness Sciences</li> <li>• Research Development</li> <li>• SIP</li> <li>• CTS</li> </ul>	Ms Marold Masuku <a href="mailto:masukum@cput.ac.za">masukum@cput.ac.za</a>	Ms Lethabo Marobane <a href="mailto:marobanel@cput.ac.za">marobanel@cput.ac.za</a>	Ms Keabetswe Kebautlolile <a href="mailto:kebautlolilek@cput.ac.za">kebautlolilek@cput.ac.za</a>	Ms Busisiwe Soldaat <a href="mailto:mazwaib@cput.ac.za">mazwaib@cput.ac.za</a>

## Human Capital Allocation of Roles to Faculties and Departments

Department	Business Partner	Talent Acquisition Practitioner	Shared Services	HCBA
<ul style="list-style-type: none"> <li>Business &amp; Management Sciences</li> </ul>	Eddison Job <a href="mailto:jobe@cput.ac.za">jobe@cput.ac.za</a>	Anthea De La Harpe <a href="mailto:DELAHARPEAN@cput.ac.za">DELAHARPEAN@cput.ac.za</a>	Leon Zuma <a href="mailto:zumale@cput.ac.za">zumale@cput.ac.za</a>	Lamees Jamal <a href="mailto:Jamall@cput.ac.za">Jamall@cput.ac.za</a>
<ul style="list-style-type: none"> <li>Centre: PORF &amp; Personal Development</li> <li>CE &amp; WIL</li> <li>TTO</li> <li>Protection Services</li> <li>Transport Services</li> </ul>	Nkosinathi Dlamini <a href="mailto:dlaminik@cput.ac.za">dlaminik@cput.ac.za</a>	Keabetswe Kebautlolile <a href="mailto:kebautlolilek@cput.ac.za">kebautlolilek@cput.ac.za</a>	Viwe Lalela <a href="mailto:lalelav@cput.ac.za">lalelav@cput.ac.za</a>	Siyasanga Makaluza <a href="mailto:makuluzas@cput.ac.za">makuluzas@cput.ac.za</a>

# Thank You for Joining CPUT

We are thrilled to welcome you to the team. At CPUT, we are committed to fostering a culture of respect, innovation, and growth. Your journey starts here, and we can't wait to see the impact you will make.

