

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity.
Applications are invited from internal UKZN permanent staff members only.**

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

**PRINCIPAL ACADEMIC ADMINISTRATIVE OFFICER
(PEROMNES GRADE 8)
PIETERMARITZBURG CAMPUS**

REF NO.: AES03/2014

The incumbent will provide assistance to the Director: College Professional Services and Manager: College Academic Services in managing all student administration for the respective campus and to manage the campus academic administration staff. S/he will serve as Committee Officer to the relevant College level committees.

The incumbent will report to Manager: College Academic Services.

Minimum Requirements:

- A relevant three year degree or diploma AND at least 3 years' relevant experience, in a student environment
- Experience in staff supervision
- Experience in word processing and spreadsheets
- Experience in Tertiary Institution Student Systems such as ITS

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mrs S Munesar, 031-2602349/033-2606338 or email Munesark@ukzn.ac.za

Appointment to this position will be on the January 2012 Conditions of Service.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 11 April 2014.

Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at www.ukzn.ac.za. Completed forms may be sent to recruitment-aes@ukzn.ac.za

Please state the advert reference number in your subject line.