

University of KwaZulu-Natal is committed to Employment Equity

Applications are invited from Designated Africans

COLLEGE OF HUMANITIES

ADMINISTRATIVE OFFICER

PEROMNES GRADE 10

SCHOOL OF APPLIED HUMAN SCIENCES

RESEARCH AND HIGHER DEGREES

HOWARD COLLEGE CAMPUS

AHS07/2015

The School of Applied Human Sciences is a multi-disciplinary research and teaching school with disciplines in Psychology, Culture Communication and Media Studies, Criminology and Forensic Studies and Social Work. The disciplines in the School combine undergraduate and post-graduate teaching, research and community engagement.

The successful candidate will be placed in the Higher Degrees and Research Administration Office to provide an administrative service and efficient support necessary for the programmes. S/he will also provide comprehensive student and programme administrative service in the area of postgraduate and general programme administration within this office. S/he will ensure the efficient processing of student academic administration from registration until graduation, and provide accurate, relevant and up-to-date information upon request to students, parents and the public. S/he will also assist the Manager, School Operations with the implementation and monitoring of University student policies and procedures. The successful candidate will need to be diplomatic, have the ability to pay attention to detail and be able to work under pressure.

MINIMUM REQUIREMENTS:

- Matric plus a relevant one year post-school qualification
- Three years relevant experience in a similar environment
- Proven experience in research and postgraduate student administration
- Experience in the use of SMS and ITS
- Experience in minute taking

Short-listed candidates may be required to undergo a skills test.

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

Total remuneration package offered includes benefits

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr Khangelani Sipika, e-mail: sipika@ukzn.ac.za

The closing date for receipt of applications is 05 May 2015

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za

Completed forms may be sent to recruitment-humanities@ukzn.ac.za

Advert Reference Number MUST be clearly stated in the subject line.