

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.

COLLEGE OF HUMANITIES

SCHOOL OF BUILT ENVIRONMENT & DEVELOPMENT STUDIES

HOWARD COLLEGE CAMPUS

REF. NO.: HUM09/2017

The incumbent will be responsible for implementing the operations of the School in line with the School Management Committee (SMC). This includes management of the School support staff, student administration, human resources and finances. S/he will give effect to policies, procedures and guidelines governing these areas. S/he will advise the Dean and Head of School and SMC on school operations, and how these are giving effect to the School Strategic plan. S/he will also be a member of the SMC, and provide input to the College-wide operations through interactions with the College Management team. The incumbent will manage the support staff within the School, and will be expected to have a presence on each campus of its operations.

Minimum Requirements:

- A relevant three year degree, diploma, and honours degree and at least 6 years' relevant experience, of which 4 years' should be at an appropriate senior level preferably in a tertiary educational or research institution
- Experience in staff management and working with academics
- Experience in budgeting and finance
- Proficiency in MS Word, Microsoft Outlook and advanced MS Excel operation
- Experience in compilation of agendas, report writing, financial reports, minute taking, and drafting correspondence.

The remuneration package offered includes benefits.

Appointment to these positions will be on the January 2012 Conditions of Service

The closing date for receipt of applications is 21 April 2017

Enquiries and details regarding this post may be directed to Nompilo Mthembu, e-mail: mthembun@ukzn.ac.za

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-humanities@ukzn.ac.za

Please state the advert reference number in your subject line.