

**The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**COLLEGE OF HEALTH SCIENCES**  
**ADMINISTRATIVE OFFICER (POSTGRAD)**  
**(PEROMNES GRADE 10)**  
**SCHOOL OF CLINICAL MEDICINE**  
**MEDICAL SCHOOL**

**REF NO.: T/CM08/2021**

**FIXED TERM CONTRACT (1 YEAR)**

The incumbent of this post is responsible for the various duties relating to postgraduate student admissions; registration, examinations and graduation in the School of Clinical Medicine. As this is a Grade 10 post we seek self-motivated individuals who can work with limited supervision often using his/her own initiative to resolve a problem. Attention to detail is essential.

**Minimum Requirements:**

- Matric AND a One-year relevant qualification
- Three years relevant work experience in a similar working environment
- Proven computer literacy in MS Word, Excel, ITS and SMS
- Proven knowledge of student administration
- A high level of understanding of spoken and written communication is required

**Advantages:**

- Proven knowledge of postgraduate student administration
- Knowledge of the University structures, policies and procedures
- Experience working within the College of Health Sciences
- International Computers Drivers Licence (ICDL)

Please Note the following:

1. Please quote the advert reference number in the subject heading of all emails
2. This post reports to the Principal Programme Officer, Ms N Khanyile. Enquiries regarding this post may be directed to her via [khanyilen2@ukzn.ac.za](mailto:khanyilen2@ukzn.ac.za)
3. Applicants are strongly encouraged to review the job profile prior to applying - this is available from [scmrecruit@ukzn.ac.za](mailto:scmrecruit@ukzn.ac.za)
4. You are also invited to visit the College website at <http://chs.ukzn.ac.za>
5. Shortlisted candidates may be required to undergo a skill test
6. The remuneration will be in accordance with the University rates of pay for fixed term appointments.

**TO APPLY:**

- Please complete the **form** available on the following website called **Application Form – Support** <http://vacancies.ukzn.ac.za/Home.aspx>
- **Email** completed form to [scmrecruit@ukzn.ac.za](mailto:scmrecruit@ukzn.ac.za) with the **Advert Reference Number** clearly stated in the **subject line**
- The closing date for receipt of applications is 28 April 2021. The University reserves the right not to make an appointment.