

**The University of KwaZulu-Natal (UKZN) is committed to employment equity with the intention to promote representativity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**COLLEGE OF HUMANITIES**  
**SCHOOL OF APPLIED HUMAN SCIENCES**  
**SCHOOL OPERATIONS MANAGER**  
**(PEROMNES GRADE 06)**  
**HOWARD COLLEGE CAMPUS**  
**REF. NO.: AHS05/2022**

The incumbent will assist in implementing the operations of the School agenda and Strategic plan in line with the directives from the Dean and School Management Committee (SMC). This includes day-to-day support in student administration, infrastructure development, administration and academic staff support, and implementation of university policies, procedures and guidelines governing these areas. The incumbent will report to the Dean and Head of School. 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. In her role of managing support staff within the School, the incumbent will be expected to have a presence on all campuses to manage their operations.

**Minimum Requirements:**

- Relevant honours degree or postgraduate diploma and at least 8 years' relevant experience of which 4 years should include management/supervision experience, preferably at a tertiary or research institution.
- Experience in budgeting and finance
- Experience in compilation of agendas, report writing, minute taking, and drafting correspondence.
- Proficiency in MS Word, Microsoft Outlook and advanced MS Excel operation

Enquiries and details regarding this post, as well as the request for the job profile, may be directed to Ms. Letitia Naidoo, email address: [Naidool9@ukzn.ac.za](mailto:Naidool9@ukzn.ac.za)

**Appointment to this post will be on the January 2018 Conditions of Service.**

**The remuneration package offered includes benefits.**

**The closing date for receipt of applications is 09th May 2022**

Applicants are required to complete the relevant application form which is available on the Vacancies website at <http://vacancies.ukzn.ac.za/Home.aspx> .

Completed forms are to be sent to: [recruitment-humanities@ukzn.ac.za](mailto:recruitment-humanities@ukzn.ac.za)

Please state the advert reference number in your subject line.

*Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.*