

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
PRINCIPAL ADMINISTRATIVE OFFICER
(PEROMNES GRADE 8)
HOWARD COLLEGE CAMPUS
REFERENCE NUMBER: AHS06/2022**

The School of Applied Human Sciences is situated in the College of Humanities at the University of KwaZulu-Natal. The School combines undergraduate and post-graduate teaching, research and community engagement

The successful candidate will focus on the management of the undergraduate and postgraduate programmes within the School as well as research administration to ensure efficient processing of student academic administration and the correct dissemination of information to students, parents and the public and to assist the Manager: School Operations with implementation and monitoring of the University academic policies and procedures. S/he will be responsible for coordinating both undergraduate and postgraduate functions as well as examination administration. S/he will also consult with other Academic Leaders and senior members of the School in fulfilling this role.

MINIMUM REQUIREMENTS:

- Matric plus a relevant three year degree/diploma
- Three years relevant experience in a similar environment
- Experience in staff supervision
- Proven experience in student academic administration
- Proven experience in the use of student administration systems such as SMS and ITS
- Proven experience in MS Office package
- Experience in minute taking and high level report writing
- Managing Administrative Processes, Problem Solving & Analyzing Information

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

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

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

The Total 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

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.