

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity.**

**COLLEGE OF HEALTH SCIENCES/HUMANITIES/LAW & MANAGEMENT STUDIES**

**MANAGER: SCHOOL OPERATIONS**

**(PEROMNES GRADE 6)**

**SCHOOL OF NURSING & PUBLIC HEALTH (HOWARD COLLEGE CAMPUS)**

**SCHOOL OF BUILT ENVIRONMENT & DEVELOPMENT STUDIES (HOWARD COLLEGE CAMPUS)**

**GRADUATE SCHOOL OF BUSINESS AND LEADERSHIP (WESTVILLE CAMPUS)**

**(3 POSTS)**

**REF NO.:NPH11/2014; HUM08/2014 AND GSB01/2014**

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 or diploma AND at least 8 years' relevant experience, of which 4 years' should be at an appropriate senior level preferably in a tertiary institution
- Experience in staff management
- Experience in budgeting and finance
- Proficiency in MS Word, Microsoft Outlook and advanced MS Excel operation
- Experience in compilation of agendas, report writing, minute taking and drafting correspondence.

**Advantage:**

- Relevant experience at a senior level in a tertiary institution

The incumbent will report to the Dean and Head of School. Enquiries and details regarding this post, as well as the request for the job profile may be directed to Miss PSG Hlongwane, 031- 2602034 or email [hlongwabep1@ukzn.ac.za](mailto:hlongwabep1@ukzn.ac.za)

**The closing date for receipt of applications is 29 August 2014.**

**Applicants are required to complete the relevant application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za). Completed forms may be sent to [Recruitment-humanities@ukzn.ac.za](mailto:Recruitment-humanities@ukzn.ac.za). Please state the advert reference number in your subject line.**