

The University of KwaZulu-Natal (UKZN) is committed to employment equity with the intention to promote representativity within the Institution

COLLEGE OF HUMANITIES

PRINCIPAL ACADEMIC ADMINISTRATIVE OFFICER

COLLEGE ACADEMIC SERVICES

PEROMNES GRADE 8

PIETERMARITZBURG CAMPUS

REFERENCE NUMBER: HUM10/2015

The incumbent will provide assistance to the Director: College Professional Services and Manager: College Academic Services in managing all student administration for the respective campus and to manage the campus academic administration staff. S/he will serve as Committee Officer to the relevant College level committees. The incumbent will report to the Manager: College Academic Services.

Minimum Requirements:

- A relevant three year degree or diploma AND at least 3 years' relevant experience, in a student environment
- Two (of the three/ six) years' experience should be at a relatively senior level.
- Experience in word processing and spreadsheets
- Experience in University Student Systems (ITS, SMS)

Appointment to this position will be on the January 2012 Conditions of Service.

The total remuneration package offered includes benefits.

Enquiries and details as well as request for the job profile may be directed to Mr Khangelani Sipika, E-mail: sipika@ukzn.ac.za

The closing date for receipt of applications is 31 August 2015

Applicants are required to complete the relevant application form which is available on the Vacancies 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.