

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 LAW AND MANAGEMENT STUDIES

**ACADEMIC ADMINISTRATIVE OFFICER – 1 Post
PEROMNES GRADE 10**

**COLLEGE OFFICE
HOWARD COLLEGE CAMPUS**

REFERENCE NO: LM09/2016

The incumbent is responsible for academic administration in the College of Law and Management Studies College office (HCC), dealing with local and international students at both an Undergraduate and Postgraduate level, from application through to graduation, as part of a small team reporting to the Principal Academic Admin Officer. Knowledge of UKZN Student Academic Administration processes and procedures and ITS would be advantageous. In addition, the incumbent maintains records for all registered students and provides accurate, relevant and up-to-date information upon request to student, parents, staff and the public in general. The position required a self-motivated individual who can work with limited supervision using their own initiative.

Minimum Requirements:

- National Senior Certificate/Grade 12 or equivalent
- One -year relevant qualification
- Three years (3) relevant work experience in a similar environment
- A proven command of isiZulu and English
- A working knowledge of ITS, and the Microsoft Office package including Outlook and Excel
- Appropriate interpersonal communication skills

Enquiries and details regarding this post, as well as requests for the job profile may be directed to **Mrs Lindiwe Ntshangase, 0312608764** or e-mail: Ntshangasel@ukzn.ac.za

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

The remuneration package offered includes benefits and will be dependent on the qualifications and/or experience of the successful applicant.

Shortlisted candidates may be expected to undergo a skills test

The closing date for receipt of applications is Wednesday, 21 December 2016

Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at www.ukzn.ac.za.

Completed forms may be sent to recruitment-landm@ukzn.ac.za

Please state the advert reference number in your subject line.