

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 HEALTH SCIENCES

ADMINISTRATIVE OFFICER (TEACHING ADMINISTRATION)

(PEROMNES GRADE 10)

SCHOOL OF CLINICAL MEDICINE

PIETERMARITZBURG/GREY'S HOSPITAL

REF NO.: CM12/2017

The School of Clinical Medicine is responsible primarily for Years 4-6 of the MBChB, therefore, the School Teaching Admin Officers are responsible for the administration and coordination of the 4th, 5th and 6th year of the MBChB programme with examinations every 6/7 weeks. They are required to provide a professional service to the students in the respective years, track their progress, and highlight any students who may require assistance / counselling. In addition, they will assist the College Office, when requested, with registration and graduation.

These positions require self-motivated individuals who can work with limited supervision often using his/her own initiative to resolve a problem.

Minimum Requirements:

- Matric AND a One-year relevant qualification AND
- Three years relevant work experience.

Essential Requirements:

- Proven knowledge of student administration processes within a tertiary education environment;
- Proven computer literacy in MS Word, Excel;
- Proven experience in the use of SMS or equivalent student mark management system and
- A high level of understanding of spoken and written communication.

Advantages:

- Knowledge of the University structures, policies and procedures
- Experience working within the College of Health Sciences
- International Computers Drivers Licence (ICDL)

The incumbent will report to Mr AL Mthethwa (Senior Admin Officer: Satellite Admin). Enquiries regarding these posts may be directed to him on (033) 260-6133, email: mthethwaa@ukzn.ac.za

The job profile is available from Mr SA Mbona, tel: (031) 260-4450 or email: mbonas@ukzn.ac.za
Applicants are encouraged to review the job profile prior to applying.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is Wednesday, 13 December 2017.

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-chs@ukzn.ac.za
Advert Reference Number MUST be clearly stated in the subject line.**