

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

**ADMINISTRATIVE OFFICER: HIGHER DEGREES – 1 Post
(PEROMNES GRADE 10)
COLLEGE OFFICE**

WESTVILLE CAMPUS

REFERENCE NO: LM 02/2017

The incumbent will be responsible for providing a comprehensive higher degrees service to postgraduate students in the College. This includes responsibility for enquiries and the examination procedures for PhD students in the College. The incumbent will also be required to assist within the College Office with undergraduate admission, registration, examination and graduation (general academic administration) and other general administration processes as requested.

The incumbent reports to the Principal Administrative Officer (Westville)

Minimum Requirements:

- Grade 12 ; and
- A relevant one-year (1) qualification;
- A minimum of three years' (3) experience in a similar role/position within the University (or Tertiary Education sector).
- Experience in the use of ITS and Excel

Advantages:

- A working knowledge of the relevant Postgraduate Policies and Procedures

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 Friday, 24 February 2017

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.