

**The University of KWA-Zulu-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 HUMANITIES**

**ADMINISTRATIVE OFFICER**

**(PEROMNES GRADE 10)**

**SCHOOL OF EDUCATION**

**HIGHER DEGREES AND RESEARCH**

**EDGEWOOD CAMPUS**

**REFERENCE NUMBER: ED05/2018**

The successful candidate will be placed in the Higher Degrees and Research Administration Office to provide an administrative service and efficient support necessary for the programmes. S/he will also provide comprehensive student and programme administrative service in the area of postgraduate and general programme administration within this office. S/he will ensure the efficient processing of student academic administration from registration until graduation, and provide accurate, relevant and up-to-date information upon request to students, parents and the public. S/he will also assist with the implementation and monitoring of University student policies and procedures. The successful candidate will need to be diplomatic, have the ability to pay attention to detail and be able to work under pressure. S/he will report to the Principal Administrative Officer: Student Administration.

**MINIMUM REQUIREMENTS:**

- Matric plus a relevant one-year post-school qualification
- Three-year relevant experience in a similar environment
- Proven experience in research and postgraduate student administration
- Experience in the use of Student Database System
- Experience in minute taking

**Short-listed candidates may be required to undergo a skills test.**

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

**Total Remuneration Package offered includes benefits**

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr Khangelani Sipika, e-mail: [sipika@ukzn.ac.za](mailto:sipika@ukzn.ac.za)

The closing date for receipt of applications is 01 March 2018

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)

Advert Reference Number MUST be clearly stated in the subject line.