

**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**  
**ACADEMIC ADMINISTRATIVE OFFICER**  
**(PEROMNES GRADE 10)**  
**COLLEGE ACADEMIC SERVICES**

**REF NO.: CHS01/2019**

The College of Health Sciences wishes to appoint an individual to facilitate the admission of students, local and international, to undergraduate and honours degrees, and post-graduate diplomas.

The incumbent will further ensure the efficient processing of student academic administration, maintain records for all registered students from registration until graduation, and to provide accurate, relevant and up-to-date information upon request to students, parents and the public. S/he will also assist the Director Professional Services and Manager Academic Services with the implementation and monitoring of University student policies and procedures.

**Minimum Requirements:**

- Matriculation/Grade 12/ Senior Certificate;
- One year relevant qualification AND
- Three years relevant experience in a student administrative environment.

**Essential Requirements:**

- Experience in ITS and SMS (Or similar Student Management systems)
- Proven computer experience in wordprocessing and spreadsheets;
- Excellent interpersonal skills and written and verbal communication skills;
- Attention to detail;
- Ability to meet stringent deadlines;
- Sound organisational skills.

Enquiries regarding this post may be directed to Mrs R Ramdeyal, Manager: College Academic Services on 031-260 4726 or email: [ramdeyaln@ukzn.ac.za](mailto:ramdeyaln@ukzn.ac.za) The job profile is available from Human Resources Consultant, tel:031 260 8201 or e-mail: [msomis4@ukzn.ac.za](mailto:msomis4@ukzn.ac.za) You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

**The total remuneration package offered includes benefits.**

**The closing date for receipt of applications is Friday, 15 February 2019. The University reserves the right not to make any appointment.**

**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-chs@ukzn.ac.za](mailto:Recruitment-chs@ukzn.ac.za)**

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