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.

<u>**COLLEGE OF HUMANITIES**</u>

RESEARCH & HIGHER DEGREES OFFICER

(PEROMNES GRADE 10)

SCHOOL OF EDUCATION

HIGHER DEGREES AND RESEARCH

EDGEWOOD CAMPUS

REFERENCE NUMBER: ED02/2019

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 experience in a postgraduate student administration environment (masters and doctoral degrees)
- 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.

Enquiries and details regarding this post, as well as the request for the job profile may be directed to Mr Nduduzo Mnyandu, email address: MnyanduN2@ukzn.ac.za

Appointment to this post will be on the January 2018 Conditions of Service.

The remuneration package offered includes benefits.

The closing date for receipt of applications is 26 February 2019

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-humanities@ukzn.ac.za