

**The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution.**

**COLLEGE OF HUMANITIES**

**MANAGER: SCHOOL OPERATIONS  
(PEROMNES GRADE 6)  
SCHOOL OF ARTS  
HOWARD COLLEGE & PIETERMARITZBURG CAMPUSES**

**REF NO.:A01/2016**

The incumbent will be responsible for implementing the operations of the School in line with the School Management Committee (SMC). This includes management of the School support staff, student administration, human resources and finances. S/he will give effect to policies, procedures and guidelines governing these areas. S/he will advise the Dean and Head of School and SMC on school operations, and how these are giving effect to the School Strategic plan. S/he will also be a member of the SMC, and provide input to the College-wide operations through interactions with the College Management team. The incumbent will manage the support staff within the School, and will be expected to have a presence on each campus of its operations.

**Minimum Requirements:**

- A relevant three year degree or diploma AND at least 8 years' relevant experience, of which 4 years' should be at an appropriate senior level preferably in a tertiary institution
- Experience in staff management
- Experience in Student Management
- Experience in budgeting and finance
- Proficiency in MS Word, Ms Outlook and advanced MS Excel operation
- Experience in compilation of agendas, report writing, minute taking and drafting correspondence.

The incumbent will report to the Dean and Head of School. Enquiries and details regarding this post, as well as the request for the job profile may be directed to Miss PSG Hlongwane, on email [hlongwabep1@ukzn.ac.za](mailto:hlongwabep1@ukzn.ac.za)

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

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

**The closing date for receipt of applications is 12 February 2016**

**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.**