

***The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution  
Preference will be given to applicants from the designated groups.***

**COLLEGE OF HEALTH SCIENCES**

**ADMINISTRATIVE OFFICER (ACADEMIC DEVELOPMENT & UG/PG) (2 x POSTS)  
(PEROMNES GRADE 10)  
(TWO-YEAR FIXED-TERM APPOINTMENT)**

**SCHOOL OF CLINICAL MEDICINE  
NRMSM CAMPUS**

**PIETERMARITZBURG: REF NO.: CM06/2016  
EMPANGENI: REF NO.: CM07/2016**

The incumbent of this post will be straddling two functions both of which involve providing support to the undergraduate and postgraduate students.

Part of the duties will involve that of an Academic Development Officer (ADO) who is required to provide academic support to students within schools especially with regard to academic development and student monitoring and support. The other part of the duties will involve teaching administration which will inter alia include administration of modules, assistance with examinations at hospital(s) and/or on campus (where relevant), providing support to students based at the relevant hospitals and providing a liaison service between the School and the hospitals.

These positions require self-motivated individuals who can work with limited supervision often using his/her own initiative to resolve a problem.

**Minimum Requirements:**

- Matric plus an undergraduate degree related to Health Science or Medical Science AND
- Three years' relevant experience in student administration in a Tertiary educational institution, including experience in mentoring and tutoring of students.

**Essential Requirements:**

- A high level of understanding of spoken and written communication in both English and isiZulu;
- Knowledge of education / health-related disciplines;
- Proven experience in assisting students and staff with teaching/learning issues;
- Proven computer literacy in MS Word, Excel;
- Proven experience in the use of SMS or equivalent student mark management system AND
- Experience in writing of reports.

**Advantages:**

- Familiarity with the academic monitoring programme of the University and the School AND
- Familiarity with the student support mechanisms in the University and the School.

The incumbents for both posts will report to Mr AL Mthethwa (Senior Admin Officer). Enquiries regarding these posts may be directed to him on (033) 260-6133.

The job profile is available from Mr SA Mbona, tel: (031) 260-4450 or email: mbonas@ukzn.ac.za Applicants are encouraged to review the job profile prior to applying.

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

**The closing date for receipt of applications is Thursday, 03 March 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-chs@ukzn.ac.za](mailto:Recruitment-chs@ukzn.ac.za) Advert Reference Number MUST be clearly stated in the subject line.**