

***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 (TEACHING ADMINISTRATION)  
(PEROMNES GRADE 10)  
SCHOOL OF CLINICAL MEDICINE  
PIETERMARITZBURG**

**REF NO.: CM05/2016**

The School of Clinical Medicine is responsible primarily for Years 4-6 of the MBChB, therefore, the School Teaching Admin Officers are responsible for the administration and coordination of the 4th, 5th and 6th year of the MBChB programme with examinations every 6/7 weeks. This includes the administration of the electives process, template administration and HPCSA accreditation. They are required to provide a professional service to the students in the respective years, track their progress, and highlight any students who may require assistance / counselling. In addition, they will assist the College Office, when requested, with registration and graduation.

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 and one-year relevant qualification AND
- Three years relevant work experience.

**Essential Requirements:**

- Proven knowledge of student administration processes within a tertiary education environment;
- Proven computer literacy in MS Word, Excel;
- Proven experience in the use of SMS or equivalent student mark management system AND
- A high level of understanding of spoken and written communication.

**Advantages:**

- Knowledge of the University structures, policies and procedures;
- Experience working within the College of Health Sciences AND
- International Computers Drivers Licence (ICDL).

The incumbent for both posts will report to Mr AL Mthethwa (Senior Admin Officer: PMB Satellite Office). 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. This appointment will be on the 2012 Conditions of Service.**

**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.**