

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity"**

**COLLEGE OF HUMANITIES**

**PRINCIPAL ACADEMIC ADMINISTRATIVE OFFICER**

**(PEROMNES GRADE 8)**

**HOWARD COLLEGE CAMPUS**

**REFERENCE NO.: HUM02/2015**

The incumbent will provide assistance to the Director: College Professional Services and Manager: College Academic Services in managing all student administration for the respective campus and to manage the campus academic administration staff. S/he will serve as Committee Officer to the relevant College level committees. The incumbent will report to the Manager: College Academic Services.

**Minimum requirements:**

- A relevant three year degree or diploma AND at least 3 years' relevant experience, in a student environment
- Two (of the three) years' experience should be at a relatively senior level.
- Experience in word processing and spreadsheets
- Experience in University Student Systems (ITS, SMS)

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

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

Enquiries and details as well as request for the job profile may be directed to Mr Khangelani Sipika, E-mail: [sipika@ukzn.ac.za](mailto:sipika@ukzn.ac.za)

**The closing date for receipt of applications is 28 January 2015**

**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)**

**Please state the advert reference number in your subject line.**