

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

Applications are invited from Designated Africans

COLLEGE OF HUMANITIES

ADMINISTRATIVE OFFICERS (2 Posts)

PEROMNES GRADE 10

SCHOOL OF SOCIAL SCIENCES

HOWARD COLLEGE & PIETERMARITZBURG CAMPUSES

REFERENCE NUMBER: SS09/2015

The successful candidates will be expected to provide efficient and effective administrative service in teaching/postgraduate administration as well as support to the Manager: School Operations. Key responsibilities include academic programme administration, module administration, administration of teaching and postgraduate practice for the programmes and committee administration in the School. The incumbents will report to the Manager: School Operations.

Minimum Requirements: Administrative Officer

- Matric plus 1 year relevant qualification
- 3 years relevant experience in student administration
- Experience of the Student Management System & ITS or equivalent student mark management system
- Proven appropriate computer skills

The total remuneration package offered includes benefits.

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

The closing date for receipt of applications is 28 January 2015

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr Khangelani Sipika e-mail to: sipika@ukzn.ac.za

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

Advert Reference Number MUST be clearly stated in the subject line.