

**The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE**

**MANAGER: SCHOOL OPERATIONS  
(PEROMNES GRADE 6)  
SCHOOL OF LIFE SCIENCES  
WESTVILLE CAMPUS**

**REFERENCE NO.: L01/2018**

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 impact on 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.

The incumbent will report to the Dean and Head of School.

**Minimum Requirements:**

- A relevant three year tertiary qualification AND at least 8 years' relevant experience, of which 4 years' should be at an appropriate senior level
- Experience in staff management
- Experience in budgeting and finance
- Proficiency in a Microsoft packages and advanced MS Excel operation
- Experience in compilation of agendas, report writing, minute taking and drafting correspondence

Enquiries and details regarding this post, as well as requests for the job profile may be directed to the Dean & Head of School, Professor Ademola Olaniran, email [Olanirana@ukzn.ac.za](mailto:Olanirana@ukzn.ac.za)

All other recruitment related enquiries may be directed to Mrs Cynthia Bhebhe, Email [Bhebhec@ukzn.ac.za](mailto:Bhebhec@ukzn.ac.za)

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

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

**The closing date for receipt of applications is 16 February 2018.**

**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 and Curriculum Vitae may be sent to [Recruitment-aes@ukzn.ac.za](mailto:Recruitment-aes@ukzn.ac.za)**

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