

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 CHEMISTRY AND PHYSICS
PIETERMARITZBURG /WESTVILLE AND HOWARD COLLEGE**

REF NO.: CP01/2022

The incumbent will be responsible for all aspects of school of Chemistry and Physics operations, including but not limited to staff management, financial management, school leadership and management, student management and administration. This post is responsible for all campuses where the school operates.

The incumbent will report to the Dean and Head of School (School of Chemistry and Physics).

Minimum Requirements:

- A relevant three-year tertiary degree qualification and at least 8 years' relevant experience, 4 of which should be at an appropriate senior level.
- Experience in budgeting and finance.
- Proficiency in MS Office and internet-based communication platforms.
- Experience in compilation of agendas, minutes taking, reports writing and writing of correspondences.

Enquiries and details regarding this post, as well as request for the job profile may be directed to Professor Ross Robinson on email: RobinsonR@ukzn.ac.za

Appointment to this post will be on the January 2018 Conditions of Service.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 25 February 2022

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-aes@ukzn.ac.za

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

NB. Those who have applied do not need to reapply as their applications will be considered.