

**The University of KwaZulu-Natal is committed to Employment Equity.  
For this post, applications are invited from Designated Africans.**

**APPLICATIONS ARE INVITED FROM PERMANENT UKZN STAFF ONLY.**

**COLLEGE OF HEALTH SCIENCES**

**ADMINISTRATIVE OFFICER  
(POSTGRADUATE; HIGHER DEGREES & RESEARCH)  
(PEROMNES GRADE 10)  
SCHOOL OF CLINICAL MEDICINE  
GREYS HOSPITAL/PIETERMARITZBURG CAMPUS**

**REF NO.: SCM12/2014 (Re-advertised)**

The incumbent will be responsible for the various duties relating to postgraduate student admissions; registration, examinations and graduation at the School of Clinical Medicine.

**Minimum Requirements:**

- Matric/Grade 12/Senior Certificate;
- One year relevant qualification AND
- Three years relevant experience.

This post reports to Mrs AS Botha, Manager: School Operations. Enquiries regarding this post may be directed to her on 031-260 4545. The job profile is available from Mr SA Mbona, tel:031 260 4450 or e-mail: mbonas@ukzn.ac.za. You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

**The closing date for receipt of applications is 06 August 2014.**

**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.**