



UNIVERSITY OF  
**KWAZULU-NATAL**™  
INYUVESI  
**YAKWAZULU-NATALI**

**The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution.**

## **COLLEGE OF LAW AND MANAGEMENT STUDIES**

**MANAGER: SCHOOL OPERATIONS (PEROMNES GRADE 6)**

**GRADUATE SCHOOL OF BUSINESS AND LEADERSHIP**

**WESTVILLE CAMPUS**

**Reference: GSB02/2015**

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 professional support staff, including academic administration, human resources and finances. She/He will give effect to policies, procedures and guidelines governing these areas. She/He will advise the Dean and Head of School and SMC on school operations, and how these are giving effect to the School Strategic plan. She/He will also be a member of the SMC, and provide input to the College-wide operations through interactions with the College Management team.

### **Minimum Requirements:**

- A relevant three-year degree or diploma
- At least 8 years relevant experience, of which 4 years should be at an appropriate senior level preferably in a tertiary institution;
- Experience in staff management;
- Experience in budgeting and finance;
- Proficiency in MS Word, GroupWise and advanced MS Excel operation; and
- Experience in the compilation of agendas, report writing, minute taking and drafting correspondence.

**The incumbent will report to the Dean and Head of School. Enquiries and details regarding this post, as well as requests for the job profile, may be directed to Ms Fikile Sithole, tel. 031 260 8211.**

**The closing date for receipt of applications is 3 July 2015**

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

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-landm@ukzn.ac.za](mailto:Recruitment-landm@ukzn.ac.za). Please state the advert reference number in your subject line.

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