

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

COLLEGE OF HEALTH SCIENCES
PRINCIPAL PROGRAMME OFFICER
(PEROMNES GRADE 8)
SCHOOLS OF HEALTH SCIENCES
WESTVILLE CAMPUS
REF NO: HS03/2015.

This individual will focus on the management of the undergraduate and postgraduate programmes within the School as well as research administration to ensure the efficient processing of student academic administration and the correct dissemination of information to students, parents and the public and to assist the Manager: School Operations with implementation and monitoring of the university academic policies and procedures. The incumbent is responsible for coordinating both undergraduate and postgraduate functions as well as examination administration. Consult with other Academic Leaders and senior members of the School in fulfilling this role.

Minimum Requirements:

- Senior certificate and a 3-year degree or diploma One year relevant qualification AND
- Three years relevant experience of which two years must be at a supervisory level

Essential requirements:

- Evidence of dealing with people in a professional manner;
- Proven evidence of experience in working in word processing and with spreadsheets;
- Evidence of experience in student administration;
- Proven technical competence in student administration systems;
- Knowledge of tertiary structures and processes AND
- Proven report writing skills.

This post reports to Mr V Govender Manager: School Operations for the School of Health Sciences. Enquiries regarding this post may be directed to Mr V Govender on (031) 260-7925. The job profile is available from Mr TS Mpembe HR consultant, tel: (031) 260-7886 or e-mail: mpembet@ukzn.ac.za. You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 17 July 2015.

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-chs@ukzn.ac.za

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