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

COLLEGE OF HEALTH SCIENCES

PRINCIPAL PROGRAMME OFFICER
(PEROMNES GRADE 8)
SCHOOL OF NURSING AND PUBLIC HEALTH
REF NO.: NPH07/2015
HOWARD COLLEGE CAMPUS

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 relevant degree or diploma
- 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.

Advantages

- Master's Degree

This post reports to the Managers: School Operations. Enquiries regarding this post may be directed to Mr B Zondo (031) 260-3584. The job profile is available from Mrs SE Khuzwayo, HR Consultant, tel: (031) 260-4418 or e-mail: khuzwayo@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 7 August 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.