

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

**PRINCIPAL ADMINISTRATIVE OFFICER (2 POSTS)
(PEROMNES GRADE 8)**

SCHOOL OF CHEMISTRY & PHYSICS

WESTVILLE CAMPUS

REF NO.: CP14/2017

SCHOOL OF MATHEMATICS, STATISTICS & COMPUTER SCIENCE

WESTVILLE CAMPUS

REF NO.: MSCS04/2017

The incumbent will assist the Manager: School Operations, in the management, administration and delivery of School operations. This will include the implementation and monitoring of the University policies and procedures, and management of a range of finance, human resources and general processes within the School. S/he will be responsible for the management of the designated centre(s) of operations and the direct or indirect management of the professional services staff.

In liaison with the Academic Leader: Teaching and Learning, Academic Leader: Research, and Manager: School Operations, s/he will also focus on the effective management of the academic programmes, student administration as well as research administration and will be responsible for coordinating both the undergraduate and postgraduate examinations processes.

The incumbent will report to the Manager: School Operations.

Minimum Requirements:

- Matric plus relevant three year qualification
- Three years relevant experience, of which at least two years must be at management or supervisory level, in:
 - Management of student and academic processes, and
 - One of either administration or management of financial processes OR human resources OR research administration
- Proficiency in relevant computer software
- Excellent written and verbal communication, including proven experience in high level report writing

Short-listed candidates may be required to undergo a skills test.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr Mark Tufts, 033 260 6212/6122 or email: Tufts@ukzn.ac.za

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

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 28 July 2017.

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.