

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution. Preference will be given to applicants from the designated groups in accordance with our Employment Equity Plan.

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

**ACADEMIC ADMINISTRATIVE OFFICER
(PEROMNES GRADE 10)
COLLEGE ACADEMIC SERVICES
PIETERMARITZBURG CAMPUS**

REF NO : AES09/2018

The incumbent will facilitate the admission of students, local and international, to undergraduate and honours degrees, and post-graduate diplomas. S/he will ensure the efficient processing of student academic administration, maintain records for all registered students from registration until graduation, and provide accurate, relevant and up-to-date information upon request to students, parents and the public. S/he will also assist the Principal Academic Administrative Officer with the implementation and monitoring of University student policies and procedures.

The incumbent will report to the Principal Academic Administrative Officer.

Minimum Requirements:

- Matric plus a one year relevant qualification and three years relevant experience in a College student administrative environment
- High level of competency in wordprocessing and spreadsheets
- Experience in ITS or SMS (or similar Student Management Systems).

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 Mrs Loveness Ndlovu, e-mail: Ndlovul@ukzn.ac.za.

All other recruitment related enquiries may be directed to Miss Nokwanda Nkomo on 033 260 6776 or e-mail: Nkomon@ukzn.ac.za

Appointment to this post will be on the 1 January 2018 Conditions of Service.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 20 July 2018.

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.