

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

COLLEGE OF HUMANITIES
SCHOOL OF APPLIED HUMAN SCIENCES
ADMINISTRATIVE OFFICER (RESEARCH AND HIGHER DEGREES)
HOWARD COLLEGE CAMPUS
PEROMNES GRADE 10
REFERENCE NUMBER: AHS03/2019

The School of Applied Human Sciences is a destination of choice for students and scholars seeking a deeper understanding of media and health communication, criminology, psychology and social work models informed by African and other indigenous perspectives; while remaining cognisant of the internationalisation imperative.

The staff are involved in a range of exciting research projects comprising: race, gender and identity; research ethics including the ethics of HIV clinical trials; African indigenous knowledge systems including African approaches to peace building; child development; inclusive education; child abuse and neglect; child trafficking and social justice; psychology and spirituality; wellness in the workplace; and primary health care.

The School of Applied Human Sciences offers undergraduate and postgraduate courses in core and specialized areas in general and professional psychology, social work, criminology and media studies. The School also has a number of specialized research projects. The disciplines in the School combine undergraduate and post-graduate teaching, research and community engagement.

The successful candidate will be placed in the Higher Degrees and Research Administration Office to provide an administrative service and efficient support necessary for the programmes. S/he will also provide comprehensive student and programme administrative service in the area of postgraduate and general programme administration within this office. S/he will also assist the Manager, School Operations with the implementation and monitoring of University student policies and procedures. The successful candidate will need to be diplomatic, have the ability to pay attention to detail and be able to work under pressure.

MINIMUM REQUIREMENTS:

- Matric plus a relevant one year post-school qualification
- Three years relevant experience in a similar environment
- Proven experience in research and postgraduate student administration
- Experience in the use of SMS and ITS
- Experience in minute taking and committee administration

Shortlisted candidates may be required to undergo a skills test

Enquiries and details regarding this post, may be directed to Letitia Naidoo, email address: NaidooL9@ukzn.ac.za

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

The remuneration package offered includes benefits.

The closing date for receipt of applications is 29 July 2019.

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-humanities@ukzn.ac.za

Please state the advert reference number in your subject line.