

**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.**

**REGISTRAR'S DIVISION**  
**ASSISTANT ADMINISTRATIVE OFFICER**  
**STUDENT ACADEMIC ADMINISTRATION**

**(PEROMNES GRADE 11)**  
**WESTVILLE CAMPUS**  
**REF NO.: REG 03/2019**

To provide efficient front line academic enquiry service to prospective and current students; in particular the UKZN application, admission and registration process' requests for academic records, proof of registration, replacement degree certificates and information about graduations. To attend to queries relating to examination time-tables. To assist the Head with administration of examinations and development of examination regulations, guidelines and procedures to ensure that deadlines are met and examinations are run efficiently

The incumbent will report to the Head of the General Enquiries Office – Westville Campus

**Minimum Requirements:**

- Senior Certificate
- Three (3) years relevant administrative experience in a university or similar environment
- Experience in ITS or a similar student management system
- Experience and working knowledge in the use of the Microsoft Office Suite (Word, Outlook Excel)

*Enquiries and details regarding this post, including requests for a job profile, and all other recruitment related enquiries may be directed to [Londiwe Makhanya](mailto:Londiwe Makhanya), 031 260 7916, [makhanyal@ukzn.ac.za](mailto:makhanyal@ukzn.ac.za)*

UKZN subscribes Total Cost of Employer (TCE) Remuneration Model. This appointment will be on the 2018 Conditions of Service

**The closing date for receipt of applications is [25 July 2019](#)**

Applicants are required to complete the official application form ("application form – support") which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za)

**Completed forms may be sent to [recruitment-lm@ukzn.ac.za](mailto:recruitment-lm@ukzn.ac.za)**  
**Advert Reference Number MUST be clearly stated in the subject line.**