

**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.**

COLLEGE OF HEALTH SCIENCES
ADMINISTRATIVE OFFICER (TEACHING ADMIN)
(PEROMNES GRADE 10)
SCHOOL OF CLINICAL MEDICINE
MEDICAL SCHOOL

FIXED TERM CONTRACT TILL 31 DECEMBER 2019

REF NO.: T/CM12/2019

The School of Clinical Medicine is responsible primarily for Years 4-6 of the MBChB, therefore, the School Teaching Admin Officers are responsible for the administration and coordination of the 4th, 5th and 6th year of the MBChB programme with examinations every 6/7 weeks. They are required to provide a professional service to the students in the respective years, track their progress, and highlight any students who may require assistance / counselling. In addition, they will assist the College Office, when requested, with registration and graduation.

This position requires a self-motivated individual who can work with limited supervision often using his/her own initiative to resolve a problem.

Minimum Requirements:

- Matric AND a One-year relevant qualification
- Three years relevant work experience
- Proven knowledge of student administration processes within a tertiary education environment
- Proven computer literacy in MS Word, Excel
- Proven experience in the use of SMS or equivalent student mark management system
- A high level of understanding of spoken and written communication

Advantages:

- Knowledge of the University structures, policies and procedures
- Experience working within the College of Health Sciences
- International Computers Drivers Licence (ICDL)

This post reports to the Principal Programme Officer, Ms N Khanyile. Enquiries regarding this post may be directed to her via khanyilen2@ukzn.ac.za The job profile is also available from Ms Khanyile.

The monthly salary is R14, 962 (before deductions).

The closing date for receipt of applications is: 23 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 khuzwayow@ukzn.ac.za

Advert Reference Number MUST be clearly stated in the subject line.