

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 the designated groups in accordance with our Employment Equity plan.

COLLEGE OF HEALTH SCIENCES

**MANAGER: SCHOOL OPERATIONS
SCHOOL OF CLINICAL MEDICINE
MEDICAL SCHOOL CAMPUS**

REFERENCE NUMBER: CM02/2022

The incumbent will be responsible for implementing the operations of the School in Line with the School Management Committee (SMC). This includes management of the School support, staff administration, human resources, and finances. S/he will give effect to policies, procedures, and guidelines governing these areas. S/he will advise the Dean and Head of School of the strategic plan. S/he will also be a member of the SMC, and provide input to the College-wide operations through interactions with the College Management team. The incumbent will manage the support staff within the School and will be expected to have a presence on each campus of its operations.

Minimum Requirements:

- A relevant 3-year degree or diploma AND at least 8 years of relevant experience, of which 3 years should be at an appropriate senior level preferably in a tertiary institution
- Experience in staff supervision/management
- Experience in budgeting and finance
- Proficiency in MS word, Microsoft Outlook, and advanced MS Excel operation
- Experience in the compilation of agendas, report writing, minute taking, and drafting correspondence

Essential Requirements:

- Relevant experience at a senior level in a tertiary institution

This post reports to the Dean and Head of School. Enquiries regarding this post can be directed to Prof Dlova on 031 260 4502 or email: Dlovan@ukzn.ac.za, the request for the job profile may be directed to Mrs SM Msomi on 031-260 8201 or email: msomis4@ukzn.ac.za

The total remuneration package offered includes benefits.

This appointment will be on the 2018 Conditions of Services, where applicable.

The closing date for receipt of applications is 12 August 2022. The University however, reserves the right in special circumstances to accept late applications or extend the above date in order to facilitate further searches.

Applicants are required to complete the relevant application form (Support application form) which is available on the Vacancies website at www.ukzn.ac.za Completed forms may be sent to [Recruitment- chs@ukzn.ac.za](mailto:Recruitment-chs@ukzn.ac.za)

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

Kindly note that the University of KwaZulu-Natal (“the University”) is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 “POPIA”) submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University’s recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.