

**The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.**

**REGISTRAR'S DIVISION**

**DIRECTOR  
STUDENT ACADEMIC ADMINISTRATION  
(PEROMNES GRADE 5)  
WESTVILLE**

**REF NO.: SAA03/2016**

The Director of Student Academic Administration is responsible for providing service excellence and leadership to the academic administrative support functions of the University – these include: administration of exams, management of student records, and timetabling. The role heads the administration hub for applications, admission and registration, liaising with relevant stakeholders for functional excellence and the smooth-running of the operations of the directorate.

Key responsibility areas include:

- Leadership, governance, compliance
- Coordination of applications, admissions, registration;
- Coordination of student systems;
- Management of student files and records;
- Administration of examinations, timetabling and venue-bookings.

**Minimum Requirements:**

- An appropriate Master's degree;
- Eight (8) years' experience in university administration, of which at least five (5) years have been at a level where independent judgement is exercised in operational or project management;
- A thorough understanding of the university policy environment and administration processes;
- Good knowledge of the academic environment;
- Fully computer literate.

**Other Requirements:**

- Ability to work under pressure, work independently, and keen attention to detail;
- Ability to manage and analyse information;
- Good organisational and logistical skills, and advanced problem-solving skills.

**The total remuneration package offered includes benefits. Appointment is on Conditions of Service 2012. The closing date for receipt of applications is 17 June 2016.**

**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-jm@ukzn.ac.za](mailto:recruitment-jm@ukzn.ac.za).**

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

