COLLEGE OF HUMANITIES

ADMINISTRATIVE OFFICER (PEROMNES GRADE 10)

RESEARCH AND HIGHER DEGREES

SCHOOL OF ARTS

HOWARD COLLEGE CAMPUS

REF NO: A03/2017

The School Arts at the University of KwaZulu-Natal is internationally known for its excellence in Research, Teaching and Learning, and Community Engagement. It boasts a substantial number of internationally recognised researchers, NRF-rated scholars and scholars with international recognition for their excellence in Research and Teaching and Learning

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 in within this office. 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 at tertiary level;
- Proven experience in research and postgraduate student administration;
- Experience in the use of Student Mark Management System (SMS) and ITS.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Miss Bongiwe Mngadi e-mail: MngadiB1@ukzn.ac.za

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 27 June 2017

Appointments to this post will be on the January 2012 UKZN Conditions of Service, where applicable.

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 the subject line.