

**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.**

**COLLEGE OF HUMANITIES**

**ACADEMIC ADMINISTRATIVE OFFICER (PEROMNES GRADE 10)**

**COLLEGE ACADEMIC SERVICES**

**HOWARD COLLEGE AND EDGEWOOD CAMPUSES**

**REFERENCE NO: HUM12/2017**

The incumbent will facilitate the admission of local and international students to undergraduate and honours degrees, and post-graduate diplomas. S/he will ensure the efficient processing of student academic administration, maintain records for all registered students from registration until graduation, and provide accurate, relevant and up-to-date information upon request to students, parents and the public. S/he will also assist the Principal Academic Administrative Officer with the implementation and monitoring of University student policies and procedures. She/he must be able to pay attention to detail while meeting stringent deadlines.

The incumbent will report to the Principal Academic Administrative Officer.

**REQUIREMENTS: ACADEMIC ADMINISTRATIVE OFFICER**

- Matric plus a ONE-year relevant qualification
- Three years' relevant experience in a student administrative environment
- Experience in the use of ITS
- High level of competency in word processing and spreadsheets
- A working knowledge of UKZN structures, curriculum and student matters.

**Shortlisted candidates may be required to undergo a skills test**

**The remuneration package offered includes benefits.**

**Appointment to these positions will be on the January 2012 Conditions of Service if applicable**

**The closing date for receipt of applications is 27 June 2017.**

**Enquiries and details regarding this post may be directed to Nompilo Mthembu, e-mail: [mthembun@ukzn.ac.za](mailto:mthembun@ukzn.ac.za)**

**Applicants are required to complete the relevant application form which is available on the**

**Vacancies page of the University website at [www.ukzn.ac.za](http://www.ukzn.ac.za) Completed forms may be sent to [Recruitment-humanities@ukzn.ac.za](mailto:Recruitment-humanities@ukzn.ac.za)**