

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)

RESEARCH AND HIGHER DEGREES

EDGEWOOD CAMPUS

REFERENCE NO: HUM13/2017

The incumbent will provide a comprehensive higher degrees service to postgraduate students of the College. This includes responsibility for the enquiries, applications, selections, registrations and graduations of Masters and PhD students in the College. 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.

The incumbent will report to the Principal Academic Administrative Officer.

Minimum Requirements:

- Matric plus a one year relevant qualification
- Three years relevant experience in a College student administrative environment
- Experience in higher degrees or postgraduate
- Experience in the use of ITS, SMS or equivalent student mark management system
- Proven computer experience in word-processing and spreadsheets

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

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 Completed forms may be sent to Recruitment-humanities@ukzn.ac.za