University of KwaZulu-Natal 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

ACADEMIC SERVICES

HOWARD COLLEGE (1) /EDGEWOOD (2)

REFERENCE NO.: HUM03/2018

The incumbent will facilitate the admission of local and international students to undergraduate and honours degrees, and post-graduate diplomas. She/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. She/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.

The remuneration package offered includes benefits.

Appointment to these positions will be on the January 2018 Conditions of Service

The closing date for receipt of applications is Friday 02 July 2018

Enquiries and details regarding this post, may be directed to Letitia Naidoo, email address: NaidooL9@ukzn.ac.za

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 your subject line.