

The University of Kwa-Zulu-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 LAW AND MANAGEMENT STUDIES

**GRADUATE SCHOOL OF BUSINESS
AND LEADERSHIP**

**Administrative Officer: Higher Degrees & Research
(PEROMNES GRADE 10)**

WESTVILLE CAMPUS

REFERENCE NUMBER: GSBL06/2021

The successful candidate will be required to provide general administrative service and efficient teaching admin support across the academic programmes in the school. The Graduate School of Business is a postgraduate school; accordingly, the incumbent will provide comprehensive student administrative service for postgraduate programmes. These programmes generally have a research component. The incumbent will also ensure the efficient processing of student academic administration from application and registration until graduation. S/he will provide accurate, relevant, and up-to-date information upon request to the school leadership, students, and the public. The appointee will also uphold the implementation and monitoring of University student policies and procedures. The successful applicant will need to be diplomatic, with an ability to pay attention to detail and be able to work under pressure.

MINIMUM REQUIREMENTS:

- Matric/Grade12 plus a relevant one-year post-school qualification;
- Three-year relevant experience in postgraduate student administration in a tertiary environment;
- At least one year experience in the use of ITS/Student Management System (SMS) or equivalent system; and
- A high level of proficiency in word processing (MSWord) and spreadsheets(Excel).

The post reports to the School Operations Manager. Enquiries regarding this post may be directed to Mr. Dhashen Naicker, email: naickerd@ukzn.ac.za. The job profile is available from Miss Mandisa Mbatani, Tel.: 031 260 8232 or e-mail: Mbatani@ukzn.ac.za.

Short-listed candidates may be required to undergo a skills test.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 18June 2021.

The University reserves the right not to make any appointment. 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 recruitmentLMS@ukzn.ac.za . Advert Reference Number MUST be clearly stated in the subject line.