

**The University of KwaZulu-Natal (UKZN) is committed to employment equity with the intention to promote representativity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**COLLEGE OF HUMANITIES**

**DIRECTOR: COLLEGE PROFESSIONAL SERVICES**

**(PEROMNES GRADE 5)**

**HOWARD COLLEGE CAMPUS**

**REFERENCE NUMBER : HUM10/2022**

The College of Humanities operates from three main campuses with its main office situated in Howard College Campus. The College has a student population of over **21 000** in both undergraduate and postgraduate, with an operational budget of over **R551 331 000** Million. The College is seeking a very dynamic individual with a strong academic foundation at university level to fill the position of a Director Professional Services.

The key functions of this post are the effective operational management of the College-based Professional Support and Administrative functions, for the delivery of the College's objectives, by shaping and influencing policy and strategy. The incumbent will manage the operations of Finance, Human Resources, Public Relations, Academic Services, and Student Support. S/he will also provide similar support to the six schools that form part of the College. The Director is a member of the College Leadership and Management team, collectively responsible for the delivery of College strategy.

The post will necessitate the requirement to travel between campuses of operation but the individual will be based in the Howard College Office.

The incumbent will report to the Deputy Vice-Chancellor and Head of College.

**Minimum Requirements:**

- Relevant Masters degree underpinned by a relevant qualification
- Five (5) years relevant experience in management at a senior level
- Two (2) years cross-functional general management experience (**this must include Finance and Academic Services**)
- Management experience in the higher education environment

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Ms Nonhlanhla Kunene via e-mail [kunenen7@ukzn.ac.za](mailto:kunenen7@ukzn.ac.za).

**Appointment to this post will be on the January 2018 Conditions of Service. The remuneration package offered includes benefits.**

**The closing date for receipt of applications is Friday 08<sup>th</sup> July 2022.**

**Applicants are required to complete the relevant application form which is available on the Vacancies website at <http://vacancies.ukzn.ac.za/Home.aspx> .**

Completed forms must be sent to [recruitment-humanities@ukzn.ac.za](mailto:recruitment-humanities@ukzn.ac.za).

Please state the advert reference number in your subject line.

*Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.*