

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

COLLEGE OF LAW AND MANAGEMENT STUDIES

COLLEGE OFFICE - STUDENT ACADEMIC SERVICES

**ACADEMIC ADMINISTRATIVE OFFICER (GRADE 10)
FIXED TERM CONTRACT (2 POSITIONS)**

HOWARD COLLEGE CAMPUS & WESTVILLE CAMPUS

REFERENCE NO.: LMSAS-01-06/2024

The College Student Academic Services seeks to appoint an Academic Administrative Officers on a 12-month contract, from July 2024 to July 2025. The successful incumbent will be required to provide a professional and efficient administrative service to students and other stakeholders.

The incumbent will facilitate the admission, selection, registration, and undertake the ERS process for local and international, undergraduate qualifications offered in the College. Assist with the preparation and participate in the Graduation ceremonies. Ensure the efficient processing of student academic administration, maintain online records for all registered students from registration until graduation, and to provide accurate, relevant and up-to-date information upon request to students, parents and the public within a 48-hour turnaround time. Also assist the Manager: Academic Services with the implementation and monitoring of University student policies and procedures. The incumbent must be proficient in English, and will be required to have a high level of competency in systems, especially in the ITS and CAO systems, which is used on a daily basis. The incumbent must also have a high competency level in other systems such as Outlook, MS Word, Excel, Teams and good interpersonal, communication and writing skills.

This position requires an individual who has the ability to pay close attention to detail, to work independently and accurately under pressure. She/he should also have excellent interpersonal and organisational skills, and able to work in teams and be driven by meeting tight deadlines.

The incumbents will report to the Principal Academic Administrative Officer.

Minimum Requirements:

- Matric plus one-year relevant qualification;
- Three years' relevant experience as an Academic Administrative Officer at tertiary level;
- A high level of proficiency in Outlook, MSWord, Teams and spreadsheets (Excel).
- Extensive experience with working with ITS.
- Experience in working on the Central Application Office (CAO) system for selections.

Communication will be limited to the short-listed candidates.

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

The remuneration will be in accordance with the University's policy on fixed term appointments.

Enquiries and details regarding this post, as well as requests for the job profile may be directed to the Principal Academic Administrative Officer, Mrs P. Moodley moodleyp29@ukzn.ac.za.

The closing date for receipt of applications is 17 June 2024.

The university reserves the right not to make an appointment.

Applicants are required to complete the relevant application form (application form – support) which is available on the Vacancies page <http://vacancies.ukzn.ac.za/Home.aspx> of the University website at www.ukzn.ac.za.

Completed application forms may be sent to CollegeOfficeLMS@ukzn.ac.za. The advert Reference Number MUST be clearly stated in the subject line.