

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)
ONE YEAR FIXED TERM CONTRACT**

WESTVILLE CAMPUS

REFERENCE NO.: LMSHD 01-06-2024

The College Student Academic Services seeks to appoint an Academic Administrative Officer on a one-year contract. The successful incumbent will be required to provide a professional and efficient administrative service to students and other stakeholders.

The incumbent will administer the PhD examination process including Graduation and general student administration. They will maintain online records to track and monitor the examination process, engage with examiners to facilitate the examination process, prepare and participate in the graduation ceremonies. In addition, they will administer the examiner claim forms. They are expected to provide up-to-date relevant and accurate information upon request within a 48hour turnaround time. Additional tasks include general student administration. The incumbent must be proficient in English, and systems which are used on a daily basis. The incumbent will also be expected to provide a professional and efficient administrative and reception service to students and other stakeholders.

The incumbent must have excellent interpersonal skills and written and verbal communication skills, and be proficient in ITS, Excel, Teams, Outlook and MSWord.

This position requires an individual who has the ability to pay close attention to detail, have the ability to meet stringent deadlines. She/he should also have sound 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 and will engage with other internal senior stakeholders in the examination process

Minimum Requirements:

- Matric plus one-year relevant qualification;
- Three years' relevant experience as an Assistant Academic Administrative Officer at tertiary level;
- A high level of proficiency in Outlook, MSWord and spreadsheets (Excel).
- Experience with working with ITS

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 may be directed to the Principal Academic Officer Ms Prabashini Moodley at 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.