The 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 LAW AND MANAGEMENT STUDIES

SCHOOL OF ACCOUNTING, ECONOMICS AND FINANCE

ADMINISTRATIVE OFFICER (HIGHER DEGREES AND RESEARCH)
(PEROMNES GRADE 10)

WESTVILLE CAMPUS

REFERENCE NO: AEF 02/ 2019

The successful candidate will be placed in the Higher Degrees and Research Administration Office and will provide a comprehensive Higher Degrees and Research administrative function to ensure an efficient, organized and coordinated service to postgraduate students. S/he will ensure the efficient processing of postgraduate student academic administration from application until graduation, and provide accurate, relevant and up-to-date information upon request to students and the public.

S/he will also assist with the implementation and monitoring of University student policies and procedures. The successful candidate will need to be diplomatic, have the ability to pay attention to detail and be able to work under pressure.

MINIMUM REQUIREMENTS:
- Matric plus a relevant one-year post–school qualification.
- Three-year relevant experience in a similar environment.
- Proven experience in research and postgraduate student administration.
- Experience in the use of ITS (Integrated Tertiary System).
- A high level of proficiency in word processing (MSWord) and spreadsheets (Excel)
- Experience in minute taking.

Advantages:
- Experience in the use of HDMS

The University subscribes to Total Cost to Employer (TCE) Remuneration Model.

Enquiries and details regarding this post may be directed to Ms Mandisa Mbatani (Mbatani@ukzn.ac.za).

The closing date for receipt of applications is Sunday, 7 April 2019.

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.