**The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representativity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity plan**

**senior adminstrative officer: general enquIries office**

**(peromnes grade 9)**

**student academic administration**

**registrar division**

**edgewood campus**

**reference no.: SAA03/2023**

Preamble:

Student Academic Administration wishes to appoint a motivated Senior Administrative Officer on the Edgewood campus.

The incumbent will need above average organisational skills, written and verbal communication skills and have the ability to work under pressure. Strong customer services skills will be essential for this position.

The key responsibilities include sole responsibility for general student enquiries relating to applications, registration, student records, examinations and graduation.

The incumbent will also be required to manage temporary staff during the peak registration periods.

The incumbent will manage the twice-yearly examinations on the Edgewood campus, including the management of temporary staff and invigilators employed to assist with examinations

The incumbent will also be responsible for the financial management of the general enquiries office on the Edgewood campus.

The key responsibilities include sole responsibility for general student enquiries relating to applications, registration, student records, examinations and graduation.

**Minimum requirements**: (objectively measurable from CV)

* A relevant 3-year qualification
* Five years’ experience in a University student administration environment
* Staff supervision and line management experience
* Experience in the management of examinations
* Experience in ITS or similar University student administrative system software
* Proficiency in the Microsoft packages (Word, Excel, Outlook, Teams)

**Appointment to this position will be on the January 2018 Conditions of Service.**

**The total remuneration package offered includes benefits.**

The closing date for receipt of applications is 22 March 2023. To apply please click on the link <https://ukzn.ci.hr/applicant/index.php>

**OR** copy this link to Microsoft Edge website.

*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 provision of the Personal Information is a requirement in terms of the University’s recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavor 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.*