

**The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.**

**COLLEGE OF HEALTH SCIENCES**

**College Academic Administrative Officer  
(Postgraduate Student Administration)  
Peromnes Grade 10**

**College Office (Academic Services)  
Howard College Campus  
Reference Number: CHS01/2023**

The incumbent will be required to co-ordinate and manage the examination process for all the Postgraduate students on the Westville, Howard and Medical School campuses in the College of Health Sciences.

**Minimum Requirements:**

- Grade 12 with a one-year relevant post matriculation qualification AND
- Three years relevant experience, preferably in a college postgraduate student administrative environment.

**Essential Requirements:**

- Proven experience in ITS and SMS and
- Proven computer experience in word processing and spreadsheets.

**The shortlisted applicants may be required to undergo Skills Test focusing on Essential Requirements listed above.**

**The total remuneration package offered includes benefits. This appointment will be on the 2018 Conditions of Service**

**The closing date for receipt of applications is 28 March 2023. The University reserves the right not to make any appointment.**

To apply for this post, please click on the following link: <https://ukzn.ci.hr/admin/index.php> **OR copy** this link to Microsoft Edge website. Furthermore, applicants are required to complete the relevant application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za) and to include it as an attachment when applying on-line for this post.

**Advert Reference Number MUST be clearly stated in the 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 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.*