

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
Peromnes Grade 10**

**College Office (Academic Services)
Medical School Campus**

Reference Number: CHS02/2023

The purpose of this position is to facilitate the admission of students, local and international, to undergraduate and honours degrees, and post-graduate diplomas, in the College of Health Science. Furthermore, it also ensures the efficient processing of student academic administration, maintain 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. The incumbent will also assist the Director: Professional Services and Manager: Academic Services, and the Principal Academic Administrative Officer with the implementation and monitoring of University student policies and procedures.

Minimum Requirements:

- Grade 12 with a one-year relevant post-matriculation qualification and
- Three years' relevant experience in a 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 31 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/applicant/index.php>
OR copy this link to Microsoft Edge website and search for the reference number indicated above. Furthermore, applicants are required to complete the relevant application form which is available on the Vacancies website at 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.