

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity.

THE REGISTRARS DIVISION

**HEAD: APPLICATIONS AND INFORMATION
(PEROMNES GRADE 8)
HOWARD COLLEGE CAMPUS**

REF NO: SAA01/2014

The incumbent will provide leadership and operational management to staff in the Applications Office; To render efficient service to applicants enquiring about study opportunities at UKZN including the applications, admissions and registration process; To coordinate the application process between UKZN and Central Applications Office (CAO) for South African applicants undergraduate and between Applications Office and the Colleges for postgraduate and international students; To compile prospectus and ensure that it is available in paper and electronic format; and To develop and implement principles and guidelines for the applications and admissions process.

Minimum Requirements:

- A relevant bachelors degree;
- Five years experience in an educational environment of which three years must be in a management level;
- Public relations, writing, presentation, training and conflict resolution skills;
- Competency in the use of web-based student/application information systems, use of Word programmes, preparation of information material;
- Knowledge of NSC/Senior Certificate and Matriculation Board requirements, University entrance requirements and budgeting;
- Understanding University Recruitment, Applications, Admissions and Registration process.

Advantages:

- Knowledge of University structures and experience in the preparation and editing of publications with a keen sense of public relations, understanding of a student system such as ITS/CAO/SMS.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr SA Moodley, 031 2603378 or e-mail: moodleys60@ukzn.ac.za

The total remuneration package offered includes benefits. The closing date for receipt of applications is 5 June 2014.

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 recruitment-support1@ukzn.ac.za. The advert reference number MUST be clearly stated in the subject line.