

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution.

Preference will be given to applicants from the designated groups, which includes people with disabilities.

COLLEGE OF HUMANITIES

ADMINISTRATIVE OFFICER – (TEACHING & LEARNING)

(PEROMNES GRADE 10)

SCHOOL OF RELIGION, PHILOSOPHY AND CLASSICS

PIETERMARITZBURG CAMPUS

REFERENCE NUMBER: RPC04/2017

The incumbent will be placed in the Teaching and Learning Office and s/he will provide administrative support to the teaching endeavours for undergraduate modules and serves as first point of contact for any teaching/module related queries. S/he will need to have the ability to pay attention to detail and be able to work under pressure. S/he will perform other administrative duties within student administration operations. S/he will report to the Manager: School Operations.

MINIMUM REQUIREMENTS

- Matric plus a relevant one-year post-school qualification
- Three-year relevant experience in student administration
- Proven experience in undergraduate student administration
- Proven experience in the use of Student Management System (SMS) or equivalent system
- Experience in word processing and spreadsheets
- Experience in minute taking.

Appointment to this position will be on the January 2012 Conditions of service where applicable.

The remuneration package offered includes benefits.

The closing date for receipt of applications is 09 June 2017.

Enquiries as well as requests for job profiles may be directed to: sipika@ukzn.ac.za

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-humanities@ukzn.ac.za

Please state the advert reference number in your subject line.