

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

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

**PRINCIPAL ACADEMIC ADMINISTRATIVE OFFICER
(PEROMNES GRADE 08)
WESTVILLE CAMPUS**

REF NO.: AES06/2018

The incumbent will provide assistance to the Director: College Professional Services and Manager: College Academic Services in managing all student administration for the respective campus and to manage the campus academic administration staff. S/he will serve as Committee Officer to the relevant College level committees.

The incumbent will report to Manager: College Academic Services.

Minimum Requirements:

- A relevant three year degree or diploma AND at least 3 years' experience, in a relevant student administration environment
- Experience in staff supervision
- Experience in word processing and spreadsheets
- Experience in Tertiary Institution Student Systems such as ITS

Short-listed candidates may be required to undergo a skills test.

Requests for a job profile may be directed to Mrs Tracy Govender, 031 2607434 or email Govendert10@ukzn.ac.za All other enquiries regarding this post may be directed to Mrs Adeshini McIntosh, 033 2605017 or email mcintosh@ukzn.ac.za

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 18 May 2018.

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-aes@ukzn.ac.za

Advert Reference Number MUST be clearly stated in the subject line.