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

**COLLEGE OF HUMANITIES**

**ACADEMIC ADMINISTRATIVE OFFICER**

**RESEARCH AND HIGHER DEGREES**

 **ACADEMIC SERVICES**

**HOWARD COLLEGE CAMPUS**

**REFERENCE NUMBER: HUM13/2015**

The incumbent will provide a comprehensive higher degrees service to postgraduate students of the College. This includes responsibility for the enquiries, applications, selections, registrations and graduations of Masters and PhD students in the College. S/he will ensure the efficient processing of student academic administration, maintain records for all registered students from registration until graduation, and provide accurate, relevant and up-to-date information upon request to students, parents and the public. S/he will also assist the Principal Academic Administrative Officer with the implementation and monitoring of University student policies and procedures. The successful candidate will need to be diplomatic, have the ability to pay attention to detail and be able to work under pressure.

The incumbent will report to the Principal Academic Administrative Officer.

**Minimum Requirements**:

* Matric plus a relevant one year post–school qualification
* Three years relevant experience in a similar environment
* Proven experience in research and postgraduate student administration
* Experience in the use of SMS and ITS
* Experience in minute taking

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

**Appointment to this position will be on the January 2012 Conditions of Service.**

**The total remuneration package offered includes benefits.**

**Enquiries and details regarding this post, as well as requests for a job profile may be directed to, e-mail: sipika@ukzn.ac.za**

**The closing date for receipt of applications is 11 December 2015**

**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/)

**Completed forms may be sent to: recruitment-humanities@ukzn.ac.za**

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