The University of KWA-Zulu-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 HUMANITIES

ACADEMIC ADMINISTRATIVE OFFICER

RESEARCH AND HIGHER DEGREES 1 POSTS

(PEROMNES GRADE 10)

EDGEWOOD CAMPUS

REF NO: HUM26/2016

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 incumbent will report to the Principal Academic Administrative Officer.

Minimum Requirements:

- Matric plus a one year relevant qualification and three years relevant experience in a College student administrative environment

- Experience in higher degrees or postgraduate administration

- Experience in the use of ITS, SMS or equivalent student mark management system

- Proven computer experience in word-processing and spreadsheets

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

The closing date for receipt of applications is 02/12/2016

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** Advert

Reference Number MUST be clearly stated in the subject line.