

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 HEALTH SCIENCES

**ADMINISTRATIVE OFFICER: P/G, H/D & RESEARCH
(PEROMNES GRADE 10)**

SCHOOL OF LABORATORY MEDICINE AND MEDICAL SCIENCE

HIGHER DEGREES AND RESEARCH

MEDICAL SCHOOL CAMPUS

REFERENCE NUMBER: LMMS09/2018

The successful candidate will be placed in the Higher Degrees and Research Administration Office to provide an administrative service and efficient support necessary for the programmes. S/he will also provide comprehensive student and programme administrative service in the area of postgraduate and general programme administration within this office. S/he will ensure the efficient processing of student academic administration 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 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

MINIMUM REQUIREMENTS:

- Matric plus a relevant one-year post-school qualification
- Three-year relevant experience in a similar environment
- Proven experience in research and postgraduate student administration
- At least one year experience in the use of SMS and ITS
- A high level of proficiency in word processing (MSWord) and spreadsheets (Excel);and
- Experience in minute taking

The post reports to the Principal Programme Officer. Enquiries and details regarding this post, as well as requests for a job profile may be directed to Ms. N Mngadi (Mngadin@ukzn.ac.za). The job profile is available from Mrs SE Khuzwayo, tel: 031 260 4418 or e-mail:khuzwayo@ukzn.ac.za.

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

Appointment to this position will be on the January 2018 Conditions of Service

Total Remuneration Package offered includes benefits

The closing date for receipt of applications is 4 December 2018

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za