

**The University of KwaZulu-Natal (UKZN) is committed to employment equity with the intention to promote representativity within the Institution.
Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

COLLEGE OF HUMANITIES

SCHOOL OF SOCIAL SCIENCES

ADMINISTRATIVE OFFICER

(RESEARCH AND HIGHER DEGREES)

HOWARD COLLEGE CAMPUS

PERSOMNES GRADE 10

REFERENCE NUMBER: SS07/2018

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. S/he will report to Manager, School Operations.

MINIMUM REQUIREMENTS

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

Enquiries and details regarding this post, as well as the request for the job profile may be directed to Mr Nduduzo Mnyandu, email address: MnyanduN2@ukzn.ac.za

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

The remuneration package offered includes benefits.

The closing date for receipt of applications is 06 December 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-humanities@ukzn.ac.za