

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 HEALTH SCIENCES

ADMINISTRATIVE OFFICER (CPD ADMINISTRATION)

**COLLEGE OFFICE (TEACHING & LEARNING)
HOWARD COLLEGE CAMPUS**

REF NO.: T/CHS03/2018

The incumbent is responsible for the setting up, capturing, updating and proper maintenance of records of all CPD Administration for the College of Health Sciences. The incumbent will further ensure that previous CPD submission is captured and kept up-to-date.

Minimum Requirements:

- Matric/Senior Certificate/ Grade 12;
- One year relevant qualification and
- Three years' relevant experience.

This post reports to Professor SE Duma. Enquiries regarding this post may be directed to Ms Melissa Manuel. The job profile is available from Ms M Manuel, Tel.: 031 2604287 or e-mail: manuelm@ukzn.ac.za You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

The closing date for receipt of applications is Friday, 23 November 2018. The University reserves the right not to make any appointment.

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 manuelm@ukzn.ac.za

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