

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

Assistant Administrative Officer

(PEROMNES GRADE 11)

College Office

Newcastle/Madadeni Hospitals

Newcastle

REFERENCE NUMBER: CHS05/2019

This position require a self-motivated individual who can work with limited supervision often using his/her own initiative to resolve a problem. The individual will be required to: (a) provide a liaison service between the School and hospital, for the staff and students (UG & PG) trained there, including supernumerary registrars; (b) assist with the programme administration (UG & PG) when required; (c) assist with examinations (UG & CMSA) and assessments (PG) at the hospital; (d) assist the school central office with beginning of year and year-end processes.

Minimum Requirements:

- Matric and one-year relevant qualification AND
- Two years' relevant experience in a similar working environment

Essential Requirements:

- Proven computer literacy in MS products e.g. Word, Excel & PowerPoint;
- Proven knowledge of student administration AND
- A high level of understanding of spoken and written communication is required.
- A good knowledge of University structures AN
- Proven experience in the use of Student Management System (SMS).

These posts report to the Senior Administrative Officer at the College of Health Sciences DCTP sites. Enquiries regarding this post may be directed to Mr Ayanda Mthethwa on 033 -260 6133. The job profile is available from Mrs SM Msomi, tel: 031 260 8201 or e-mail: msomis4@ukzn.ac.za You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

The total remuneration package offered includes benefits

The closing date for receipt of applications is 28 November 2019. The University reserves the right not to make 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 Recruitment-chs@ukzn.ac.za

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