

**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/ADO: Decentralised Clinical Training**

**(PEROMNES GRADE 10)**

**College Office**

**Newcastle**

**REFERENCE NUMBER: CHS10/2019**

The incumbent of this post will be straddling two functions both of which involve providing support to the undergraduate and postgraduate students. Part of the duties will involve that of an Academic Development Officer (ADO) who is required to provide academic support to students from all schools especially with regard to academic development and student monitoring and support. The other part of the duties will involve teaching administration which will *inter alia* include administration of modules, assistance with examinations at hospital(s) and/or on campus (where relevant), providing support to students based at the relevant hospitals and providing a liaison service between the College, Schools and the hospitals.

**Minimum Requirements:**

- Matric/Grade 12/Senior Certificate;
- A 3 year degree
- Three years relevant experience in Academic Development and Administration
- Proven computer literacy in MS Word, Excel;
- Proven experience in the use of SMS or equivalent student mark management system;

**Essential Requirements:**

- A high level of understanding of spoken and written communication in both English and isiZulu;
- Knowledge of education / health related disciplines;
- Proven experience in assisting students and staff with teaching/learning issues;
- Ability to work in a team as well as independently;
- Ability to work with limited supervision AND
- Ability to use sound judgement and own initiative to resolve problems.
- Familiarity with the academic monitoring programme of the University and the Schools AND
- Familiarity with the student support mechanisms in the University and the Schools.

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 Sbongile Msomi, tel.: 031 260 8201 or e-mail: [msomis4@ukzn.ac.za](mailto:msomis4@ukzn.ac.za) You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

Appointment to this post will be on the 2018 Conditions of Service. 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 support application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za) Completed forms may be sent to [Recruitment-chs@ukzn.ac.za](mailto:Recruitment-chs@ukzn.ac.za)

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