

**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 (SCHOOL)**  
**(PEROMNES GRADE 10)**  
**SCHOOL OF CLINICAL MEDICINE**  
**MEDICAL SCHOOL**

**REF NO.: T/CM11/2020**

**FIXED TERM CONTRACT (from date of appointment till 30 April 2021)**

The incumbent of this post is responsible for the various duties relating to postgraduate student admissions; registration, examinations and graduation in the School of Clinical Medicine. As this is a Grade 10 post we seek self-motivated individuals who can work with limited supervision often using his/her own initiative to resolve a problem. Attention to detail is essential.

**Minimum Requirements:**

- Matric AND a One-year relevant qualification
- Three years relevant work experience in a similar working environment
- Proven computer literacy in MS Word, Excel, ITS and SMS
- Proven knowledge of student administration
- A high level of understanding of spoken and written communication is required

**Essential Requirements:**

- Proven knowledge of postgraduate student administration
- Knowledge of the University structures, policies and procedures
- Experience working within the College of Health Sciences
- International Computers Drivers Licence (ICDL)

There will be a skills test for this post.

The incumbent will report to Ms N Khanyile (Principal Programme Officer). Enquiries regarding this post may be directed to her via [khanyilen2@ukzn.ac.za](mailto:khanyilen2@ukzn.ac.za).

**Applicants are encouraged to review the job profile prior to applying - this is available from Mrs Sbongile Msomi (Senior HR consultant), 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 **27 November 2020**. The University reserves the right not to make an appointment.

To apply please complete the **relevant application form (support form)** which is available on the **vacancies website** at [www.ukzn.ac.za](http://www.ukzn.ac.za) and **email to [scmrecruit@ukzn.ac.za](mailto:scmrecruit@ukzn.ac.za)** with the **Advert Reference Number** clearly stated in the **subject line**. Failure to comply with using this format may result in your application not being considered.