

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

**PRINCIPAL ACADEMIC ADMINISTRATIVE OFFICER
(PEROMNES GRADE 8)
COLLEGE ACADEMIC SERVICES
MEDICAL SCHOOL/WESTVILLE COLLEGE CAMPUSES**

REF NO.: CHS06/2021

The incumbent will provide assistance to the Director: College Professional Services and Manager: College Academic Services in managing all student administration for the respective Campus and to manage the Campus' academic administration staff.

Minimum Requirements:

- Matric
- A relevant three-year degree or diploma AND at least three-years' work relevant experience in a student environment;
- The work experience mentioned above must include experience in the following areas:
 - Staff management;
 - Working with word-processing and spread sheets;
 - Working with University Student Systems (ITS, SMS).

Essential Requirements

- Thorough knowledge of College programme rules and University General Rules

This post reports to Manager: College Academic Services, College of Health Sciences. Enquiries regarding this post may be directed to Mrs Ranitha Ramdeyal, Manager: College Academic Services on 031-260 4726.

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>

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 30 November 2021.

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 MUST be clearly stated in the subject line.