

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

**ACADEMIC ADMINISTRATIVE OFFICER (Grade 10)
COLLEGE ACADEMIC SERVICES
COLLEGE OF HEALTH SCIENCES
Howard College Campus**

REF NO.: CHS09/2022

The incumbent will provide a comprehensive service to facilitate the admission of students, local and international, to undergraduate in the College of Health Sciences. S/he is expected to ensure the efficient processing of student academic administration, maintain records for all registered students from registration until graduation, and provide accurate, relevant, and up-to-date information, upon request, to students, parents, and the public. S/he will assist the Director: College Professional Services and Manager: College Academic Services and the Senior Academic Administrative Officers with the implementation and monitoring of University student policies and procedures.

The incumbent will report to the Senior Academic Administrative Officer.

Minimum Requirements:

- Matric plus a two-year relevant qualification and three years' relevant experience in a College student administrative environment OR Matric plus four years relevant experience in a College student environment.
- High level of competency and experience in ITS
- High level of competency in word processing and spread-sheets

Essential Requirements:

- Experience in the use of SMS or equivalent student mark management system.

Enquiries regarding this post may be directed to Mrs Ranitha Ramdeyal (031260 4726; email: RAMDEYALRN@ukzn.ac.za. Applicants are encouraged to review the job profile prior to applying - this is available from Mrs Sbongile Msoni (HR Consultant) at 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 2022** 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 and email it to recruitment-chs@ukzn.ac.za with the Advert Reference Number clearly stated in the subject line.

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavor to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.