

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representativity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

COLLEGE OF HEALTH SCIENCES

**PRINCIPAL PROGRAMME OFFICER
SCHOOL OF NURSING AND PUBLIC HEALTH
HOWARD COLLEGE CAMPUS**

REFERENCE NO: NPH06/2022

The School of Nursing and Public Health is situated in the College of Health Sciences at the University of KwaZulu-Natal. The School engages in undergraduate and post-graduate teaching, research and community engagement.

The successful individual will focus on the management of the undergraduate and postgraduate programmes within the School, as well as research administration. Key responsibilities include ensuring the efficient processing of student academic administration; and the correct dissemination of information to students, parents and the public; and to assist the Manager: School Operations with implementation and monitoring of the university academic policies and procedures. The incumbent is responsible for coordinating both undergraduate and postgraduate functions as well as examination administration. The incumbent will need to consult regularly with Academic Leaders and other senior members of the School in fulfilling the role.

Minimum Requirements:

- Senior certificate and a 3-year degree or diploma.
- Relevant experience in a similar working environment, which must include staff supervision.
- Proven experience in student academic administration.
- Proven technical competence in all student administrative systems, including but not limited to, Microsoft Office, ITS, iEnabler and SMS.
- Proven record of minute taking, and analysing information and report writing.
- A valid driver's licence.

Advantages:

- Experience of working within the College of Health Sciences.
- Understanding the Decentralised Clinical Training Platform.
- Experience of dealing with Health Professional bodies.
- Knowledge of University structures, policies and procedures.

This post reports to the Manager: School Operations. Enquiries regarding this post may be directed to Mr BG Zondo on (031) 260-3584, e-mail address: zondob@ukzn.ac.za. The job profile is available from Mr TS Mpembe HR Consultant, Tel: (031) 260-7886 or e-mail: Mpembet@ukzn.ac.za.

The closing date for receipt of applications is 02 December 2022.

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.

The advert Reference Number **MUST** be clearly stated in the subject line.