**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity.**

**THE REGISTRAR'S DIVISION**

**SYSTEMS CONSULTANT**
**STUDENT ACADEMIC ADMINISTRATION (SAA).**
**WESTVILE CAMPUS**
**(PEROMNES GRADE 8)**

**REF NO: SAA02/2014**

UKZN requires an expert 'super-user' for the ITS Student System who will assume responsibility for this system reporting directly to the Director of Student Academic Administration. The incumbent of this position will:

- provide effective overall system and data management of the ITS student system;

- manage the processes and co-ordinate the resources required for the maintenance of the academic structure in consultation with the Colleges, Schools and the staff within Information and Communication Services Division;

- co-ordinate the processes and resources required to manage student administration life cycles in consultation with the Director of SAA and Managers of College Academic Services;

- provide a second level business process/technical support and problem management function for the college-based users of the ITS Student System components; and

- serve as co-ordinator for the management and resolution of all student system data quality related issues.

**Minimum Requirements**

- A Bachelor's degree in a relevant field (or equivalent)
- Three year's experience in student academic administration processes at a Senior Administrative Officer level
- Systems administrator experience

**Advantages:**

- Systems training experience

**Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr SA Moodley, 031 2603378 or e-mail: moodleys60@ukzn.ac.za . The closing date for receipt of applications is 31 October 2014.**

**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-sm@ukzn.ac.za.  The advert reference number MUST be clearly stated in the subject line.**