

The University of KwaZulu–Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution

COLLEGE OF LAW AND MANAGEMENT STUDIES

PRINCIPLE ADMINISTRATIVE OFFICER (PEROMNES GRADE 8) 2 Posts

**SCHOOL OF ACCOUNTING, ECONOMICS AND FINANCE and
MANAGEMENT, IT and GOVERNANCE**

WESTVILLE CAMPUS / PIETERMARITZBURG

REFERENCE NO: LM08/2016

The incumbent will assist the Manager: School Operations, in the management, administration and delivery of School operations. In liaison with the Academic Leaders: Teaching and Learning, and Research and Higher Degrees, and the Manager: School operations, s/he will also focus on the effective management of the academic programmes, student administration as well as research administration and will be responsible for coordinating both the undergraduate and postgraduate assessment processes.

The incumbent will report to the Manager: School Operations.

Minimum Requirements:

- Matric
- A relevant three (3) year qualification
- Three years' (3) relevant experience (management of student and academic processes, and one of either, administration and management of financial processes and/or human resources, or, postgraduate administration) of which two (2) must have been at a management or supervisory level
- Proven appropriate computer skills including SMS, Excel and the Office Suite
- Excellent written and verbal communication, including proven experience in report writing

Applicants who do not meet the requirement of management/supervisory experience will be considered as a developmental appointment on a lower grade.

Shortlisted candidates may be expected to undergo a skills test

Communication will be limited to the short-listed candidates.

Enquiries and details regarding this post, as well as requests for the job profile may be directed to mbatani@ukzn.ac.za / 031 260 8232

Appointment to this post will be on the January 2012 Conditions of Service.

The remuneration package offered includes benefits and will be dependent on the qualifications and/or experience of the successful applicant.

The closing date for receipt of applications is 25 November 2016

Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at www.ukzn.ac.za.

Completed forms may be sent to recruitment-landm@ukzn.ac.za

Please state the advert reference number in your subject line.