

The University of KWA-Zulu-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 HUMANITIES

PRACTICUM OFFICER

(PEROMNES GRADE 10)

SCHOOL OF EDUCATION

STUDENT ADMINISTRATION - TEACHING PRACTICE

EDGEWOOD CAMPUS

REFERENCE NUMBER: ED17/2017

The incumbent will provide administrative support to the Teaching Practice operations with respect to student placements, coordination of tutors; consolidation of reports and capturing of marks and serves as first point of contact for any teaching practice related queries. S/he will provide administrative support to the teaching endeavours for Teaching Practice undergraduate modules and serves as first point of contact for any teaching/module related queries. S/he will report to the Principal Administrative Officer: Student Administration.

MINIMUM REQUIREMENTS:

- Matric plus a relevant one-year post-school qualification
- Three-year relevant experience in student administration
- Proven experience in teaching practice administration
- Proven experience in the use of Student Management System (SMS) or equivalent system
- Experience in word processing and spreadsheets
- Experience in minute taking.

Short-listed candidates may be required to undergo a skills test.

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

Total Remuneration Package offered includes benefits

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr Khangelani Sipika, e-mail: sipika@ukzn.ac.za

The closing date for receipt of applications is 23 October 2017

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-humanities@ukzn.ac.za

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