**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.**

**REGISTRAR’S DIVISION**

**ADMINISTRATIVE OFFICER**

**(PEROMNES GRADE 10)**

**TIMETABLING & VENUE BOOKING**

**STUDENT ACADEMIC ADMINISTRATION**

**WESTVILLE**

**REF NO. REG01/2018**

The incumbent will:-

* Attend to venue booking requests and produce weekly reports for distribution
* Create, maintain and publish lecture timetables, examination timetables
* Upload the interface report

Administer the invoicing system and reconcile monthly bookings.

**Minimum Requirements**:

* Grade 12 plus a 1-year relevant qualification
* Three (3) years’ relevant experience
* Experience in the application of timetabling / scheduling software
* High level computational ability, with a demonstrable ability to think logically and analytically
* Experience in ITS or similar software (database).

**Advantages:**

* Customer service orientation.
* Sound communication and interpersonal skills to deal with persons at all levels, in person, via email, or telephone.
* Knowledge of University degree structures and College offerings.

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

**The total remuneration package offered includes benefits. The closing date for receipt of applications is 8 November 2018.**

**Applicants are required to complete the relevant application form which is available on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**. Completed forms must be sent to** [**Recruitment-jm@ukzn.ac.za**](mailto:Recruitment-jm@ukzn.ac.za)

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