

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.

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

COLLEGE ACADEMIC SERVICES

ACADEMIC ADMINISTRATIVE OFFICER (PEROMNES GRADE 10)

HOWARD COLLEGE CAMPUS

REFERENCE NUMBER: AES10/2019

The incumbent will facilitate the admission of students, local and international, to undergraduate and honours degrees, and post-graduate diplomas. S/he will ensure the efficient processing of student academic administration, maintain records for all registered students from registration until graduation, and provide accurate, relevant and up-to-date information upon request to students, parents and the public. S/he will also assist the Principal Academic Administrative Officer with the implementation and monitoring of University student policies and procedures.

The incumbent will report to the Principal Academic Administrative Officer

Minimum Requirements:

- Matric plus a one-year relevant qualification and three years relevant experience in a College student administrative environment
- High level of competency in word-processing and spreadsheets
- Experience in ITS or a similar student management IT system

Enquiries and details regarding this post, as well as the request for the job profile may be directed to Mr. Nduduzo Mnyandu on 033 260 5205, or email address MnyanduN2@ukzn.ac.za.

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

Appointment to this post will be on the January 2018 Conditions of Service.

The total remuneration package offered includes benefits.

The closing date for the receipt of applications is [14 October 2019](#).

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-aes@ukzn.ac.za

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