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
STUDENT ACADEMIC ADMINISTRATION

(PEROMNES GRADE 11)
WESTVILLE CAMPUS
REF NO.: REG 03/2019

To provide efficient front line academic enquiry service to prospective and curremt students; in particular the UKZN application, admission and registration process' requests for academic records, proof of registration, replacement degree certificates and information about graduations. To attend to queries relating to examination time-tables. To assist the Head with administration of examinations and development of examination regulations, guidelines and procedures to ensure that deadlines are met and examinations are run efficiently

The incumbent will report to the Head of the General Enquiries Office – Westville Campus

Minimum Requirements:

- Senior Certificate or Grade 12, Plus 1 year qualificattion

- Two (2) years relevant administrative experience in a university or similar environment

- Experience in ITS or a similar student management system

- Experience and working knowledge in the use of the Microsoft Office Suite (Word, Outlook Excel)

Enquiries and details regarding this post, including requests for a job profile, and all other recruitment related enquiries may be directed to Mbali Mtshali, 033 260 5025, mtshalim2@ukzn.ac.za

UKZN subcribes Total Cost of Employer (TCE) Remuneration Model. This appointment will be on the 2018 Conditions of Service

The closing date for receipt of applications is 04 November 2019

Applicants are required to complete the official application form ("application form – support") which is available on the Vacancies website at www.ukzn.ac.za

Completed forms may be sent to recruitment-lm@ukzn.ac.za
Advert Reference Number MUST be clearly stated in the subject line.