The University of KwaZulu-Natal (UKZN) is committed to employment equity with the intention to promote representativity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

COLLEGE OF HUMANITIES

ACADEMIC ADMINISTRATIVE OFFICER (RESEARCH AND HIGHER DEGREES)

(PEROMNES GRADE 10)

COLLEGE ACADEMIC SERVICES

PIETERMARITZBURG CAMPUS

REFERENCE NUMBER : HUM05/2019

The College of Humanities wishes to appoint an individual that will provide a comprehensive higher degrees service to postgraduate students and staff.

This includes responsibility for the enquiries, applications, selections, registrations, examinations and graduations. 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. The incumbent will report to the Principal Academic Administrative Officer. S/he will also assist the College Academic Services Manager with the implementation and monitoring of University student policies and procedures. The successful candidate will need to be diplomatic, have the ability to pay attention to detail and be able to work under pressure.

Minimum Requirements:

- Matric plus a relevant one year post–school qualification

- Three years relevant experience in a College administrative environment

- Proven experience in research and postgraduate student administration

- Experience in the use of SMS and ITS

- Proven computer experience in word processing and spreadsheets, minute taking

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

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

The total remuneration package offered includes benefits.

The closing date for receipt of applications is Friday 25 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-humanities@ukzn.ac.za Advert Reference Number MUST be clearly stated in the subject line.