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

PEROMNES GRADE 10

ACADEMIC SERVICES

HOWARD COLLEGE (3) /EDGEWOOD (1)

REFERENCE NO.: HUM06/2019

The College of Humanities wishes to appoint an individual to facilitate the admission of local and international students 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. 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 must be able to pay attention to detail while meeting stringent deadlines and be able to work under pressure.

REQUIREMENTS: ACADEMIC ADMINISTRATIVE OFFICER

- Matric plus a ONE-year relevant qualification
- Three years' relevant experience
- Proven College student administrative environment
- Experience in the use of ITS
- High level of competency in word processing and spreadsheets
- A working knowledge of UKZN structures, curriculum and student matters

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.