**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.**

**APPLICATIONS AND INFORMATION OFFICE**

**SENIOR ADMINISTRATION OFFICER**

**STUDENT ACADEMIC SERVICES**

**GRADE 9**

**HOWARD COLLEGE CAMPUS**

**REF NO. SAA04/2022**

The Application and Information Office wishes to appoint a motivated Senior Administration Officer. The key responsibilities of the incumbent include Managing CAO application Process; daily uploads from CAO, correction of errors, maintaining conversion ITS/CAO conversion table, opening and registration of new users, liaison with CAO, IS-support, ITS and all users, trouble shooting on CAO and ITS. Maintain tables in ITS database (high schools, quantiles and postal codes), Provide support to users University-wide by running reports, list set up letters on lcomms and send out Welcome letters from CAO, ITS and SMS. Creating system letter on ITS. Financial control: purchasing of Office supplies, refunds, liaison with cashiers and student fees, signatures of student fees and refunds, CAO/ITS application fee reconciliation. Staff training on IT'S and CAO systems (data capturing, ITS and SMS letters (updating and printing). Assists with training and supervision of temporary staff. Staff Commissioner of Oath.

**MINIMUM REQUIREMENTS:**

* Grade 12 (Matric)
* A relevant 3-year degree or diploma
* 3 years' Experience Application System (ITS)
* Knowledge of UKZN University Structure
* Experience in Staff Supervision and Training
* Experience in CAO Application System
* Proficiency in MS word, Microsoft Outlook and MS Excel operation

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Miss Njapha or e-mail: [njaphas2@ukzn.ac.za](mailto:njaphas2@ukzn.ac.za).

**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 03 November 2022. To apply please click on the link:- <https://ukzn.ci.hr/applicant/index.php>

*Kindly note that the University of KwaZulu-Natal (“the University”) is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 “POPIA”) submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University’s recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavor to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.*