

***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 the African designated groups.***

**THE REGISTRAR'S DIVISION**

**ADMINISTRATIVE OFFICER  
STUDENT ACADEMIC ADMINISTRATION  
WESTVILLE CAMPUS  
(PEROMNES GRADE 10)**

**REF NO: SAA01/2015**

The incumbent of this position will:

- Attend to venue booking requests for internal and external users and produce weekly reports for distribution;
- Assist with the creation, maintenance and publication of the lecture timetables for each of the campuses and departmental web sites;
- Assist with the creation of university-wide examination timetables;
- Attend to the upload interface report; administer the invoicing system and reconcile monthly bookings.

**Minimum Requirements:**

- Senior certificate plus 3 (three) years relevant work experience;
- Extensive knowledge of software packages;
- Experience in ITS or similar software (database).

**Advantages:**

- Customer service orientation
- Sound communication and inter-personal skills to deal with staff, students and the public at all levels, in person, via email or telephone
- Knowledge of university degree structures and college offerings

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr SA Moodley, 031 2603378 or e-mail:

[moodleys60@ukzn.ac.za](mailto:moodleys60@ukzn.ac.za)

This appointment will be on the 1 January 2012 conditions of service.

The total remuneration package offered includes benefits. The closing date for receipt of applications is 25 September 2015

Applicants are required to complete the relevant application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za). Completed forms may be sent to [recruitment-sm@ukzn.ac.za](mailto:recruitment-sm@ukzn.ac.za). The advert reference number MUST be clearly stated in the subject line.