

**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.**

**COLLEGE OF HUMANITIES**

**TEACHING & LEARNING OFFICER**

**(PEROMNES GRADE 10)**

**SCHOOL OF EDUCATION**

**STUDENT ADMINISTRATION**

**EDGEWOOD CAMPUS**

**REFERENCE NUMBER: ED13/2018**

The incumbent will be placed in the Teaching and Learning Office and s/he will provide administrative support to the teaching endeavours for undergraduate modules and serves as first point of contact for any teaching/module related queries. S/he will need to be diplomatic, have the ability to pay attention to detail and be able to work under pressure. S/he will perform other administrative duties within student administration operations. S/he will report to the Principal Administrative Officer: Student Administration.

**MINIMUM REQUIREMENTS:**

- Matric plus a relevant one-year post-school qualification
- Three-year relevant experience in student administration
- Proven experience in undergraduate student administration
- Proven experience in the use of Student Management System (SMS) or equivalent system
- Experience in word processing and spreadsheets
- Experience in minute taking.

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

Enquiries and details regarding this post, as well as the request for the job profile may be directed to Miss Silindile Mgaga, email address: [mgagas@ukzn.ac.za](mailto:mgagas@ukzn.ac.za)

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

The remuneration package offered includes benefits.

The closing date for receipt of applications is 28 September 2018

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-humanities@ukzn.ac.za](mailto:recruitment-humanities@ukzn.ac.za) .