

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.

SIX (6) MONTHS FIXED TERM APPOINTMENT

CORPORATE RELATIONS DIVISION

**ASSISTANT INTERNATIONAL STUDENT OFFICER
INTERNATIONAL RELATIONS UNIT**

**(PEROMNES GRADE 11)
PIETERMARITZBURG CAMPUS**

REFERENCE NUMBER: CR 06/2018

The incumbent will oversee the functioning of the International Student Office on the Pietermaritzburg campus in terms of overall service and support to all international students, will deal with emergencies (e.g. death of a student), and liaise with internal and external stakeholders. In addition the incumbent will lend support to the International Office as required.

Minimum requirements:

- Appropriate tertiary qualification.
- One year's relevant administrative experience
- Administrative experience in the area of international student support or international relations would be an advantage.

Added advantages:

- Experience as an international student or experience in a culturally different environment.
- Valid driver's licence

Total Remuneration Package - Grade 11 Fixed Term Rate R 14 363 per month excluding benefits.

Closing date for applications is **27 September 2018**

Applicants are required to send their Curriculum vitae (CV) to khumalon9@ukzn.ac.za

The successful incumbent will be required to resume duty immediately.