

**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**

**PRACTICUM OFFICER**

**(PEROMNES GRADE 10)**

**SCHOOL OF EDUCATION**

**STUDENT ADMINISTRATION (TEACHING PRACTICE)**

**EDGEWOOD CAMPUS**

**THREE YEAR LONG-FIXED TERM APPOINTMENT**

**REFERENCE NUMBER: ED06/2019**

The incumbent will provide administrative support to the Teaching Practice operations with respect to student placements, coordination of tutors, consolidation of reports and capturing of marks and serves as first point of contact for any teaching practice related queries. S/he will provide administrative support to the teaching endeavours for Teaching Practice undergraduate modules and serves as first point of contact for any teaching/module related queries. 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 student administration preferably in teaching practice administration
- Experience in the use of Student Database System, spreadsheets and word processing
- 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 Mr. Khangelani Sipika, email address: [sipika@ukzn.ac.za](mailto:sipika@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 [30 September 2019](#)

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)