**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 HEALTH SCIENCES**

**PRINCIPAL PROGRAMME OFFICER**

**SCHOOL OF HEALTH SCIENCES**

**WESTVILLE CAMPUS**

**REFERENCE NO: HS08/2022**

This individual will focus on the management of the undergraduate and postgraduate programmes within the School as well as research administration to ensure the efficient processing of student academic administration and the correct dissemination of information to students, parents and the public and to assist the Manager: School Operations with implementation and monitoring of the university academic policies and procedures. The incumbent is responsible for coordinating both undergraduate and postgraduate functions as well as examination administration. Consult with other Academic Leaders and senior members of the School in fulfilling this role.

**Minimum Requirements**:

* Senior certificate and a 3-year degree or diploma
* Three years relevant work experience in a similar working environment of which two years must include supervision
* A high level of understanding of spoken and written communication is required which includes dealing with people in a professional manner
* Proven technical competence in all student administrative systems including but not limited to Microsoft office, ITS, iEnabler and SMS
* Evidence of understanding Decentralised Clinical Training Platform
* Evidence of dealing with Health Professional bodies.

**Advantages**

* Experience working within the College of Health Sciences
* Knowledge of the University structures, policies and procedures.

**This post reports to the Manager: School Operations. Enquiries regarding this post may be directed to Mr Vishnu Govender on (031) 260-7925, e-mail address: govendervn@ukzn.ac.za. The job profile is available from Mr TS Mpembe HR Consultant, Tel: (031 ) 260-7886 or e-mail:** **Mpembet@ukzn.ac.za****.**

**The closing date for receipt of applications is 16 September 2022**

**Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za Completed forms may be sent to recruitment-chs@ukzn.ac.za**

**Advert Reference Number MUST be clearly stated in the subject line.**