

The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution.

COLLEGE OF HEALTH SCIENCES
PRINCIPAL PROGRAMME OFFICER
(PEROMNES GRADE 8)
SCHOOL OF CLINICAL MEDICINE
NRMSM CAMPUS

REF NO.: CM02/2016

The School of Clinical Medicine seeks to appoint an individual that 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 will be responsible for coordinating both undergraduate and postgraduate functions as well as examination administration. The incumbent will also 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 AND
- Three years relevant experience of which one year must include supervision.

Essential Requirements:

- Evidence of dealing with people in a professional manner;
- Proven evidence of experience in working in word processing and with spreadsheets;
- Evidence of experience in student administration;
- Proven technical competence in student administration systems;
- Knowledge of tertiary structures and processes AND
- Proven report writing skills.

This post reports to Mrs AS Botha (Manager: School Operations). Enquiries regarding this post may be directed to her on 031-2604939. The job profile is available from Mr SA Mbona, tel: (031) 260-4450 or email: mbonas@ukzn.ac.za

Applicants are strongly encouraged to review the job profile prior to applying.

The total remuneration package offered includes benefits. This appointment will be on the 2012 Conditions of Service

The closing date for receipt of applications is Wednesday, 17 February 2016.

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.