**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representativity within the Institution**

**Preference will be given to applicants from the African designated groups**

**COLLEGE OF HUMANITIES**

**POSTGRADUATE OFFICER (1)**

 **SIX MONTHS CONTRACT**

**SCHOOL OF SOCIAL SCIENCES**

**HOWARD COLLEGE CAMPUSES**

**REF NO: SocSc05/2018**

The School of Social Sciences seeks a Postgraduate Officer. The successful candidate will be responsible for providing a comprehensive student service to the School’s postgraduate students, liaise with Research Office as appropriate, administer postgraduate admissions and registration, prepare agenda/minutes for School Higher Degrees and Research Committee and attend to all follow-up actions from committee.

The incumbent will report to the School Operations Manager.

**Minimum requirements:**

* Matric plus one year relevant qualification
* 1 year relevant experience in student administration
* Experience in wordprocessing and spreadsheets
* Ability to work independently
* Ability to work under considerable pressure
* Sound Communication, interpersonal and problem solving skills
* Experience in the use of SMS and ITS or equivalent student systems

**There are no benefits attached to this appointment.**

**The closing date for receipt of applications is Wednesday, 29 August 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) **and email it to** **memela@ukzn.ac.za**

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