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 the designated groups in accordance with Employment Equity.

<u>**COLLEGE OF HUMANITIES**</u>
ADMINISTRATORS – PGCE & BEd (HONS) PROGRAMMES (4 POSTS)
SCHOOL OF EDUCATION
EDGEWOOD CAMPUS
(FIXED-TERM APPOINTMENT: 1 FEBRUARY 2023 TO 31 JANUARY 2024)

The incumbents will be placed in the Postgraduate Certificate in Education (PGCE) and Honours Programmes Office to provide efficient processing of student academic administration from applications to registration. They will need to be diplomatic, have the ability to pay attention to detail and be able to work under pressure. They will report to the Principal Administrative Officer: Student Administration.

MINIMUM REQUIREMENTS:
- Matric plus a relevant one-year post–school qualification
- Relevant experience in student administration
- Experience in the use of student database system
- Experience in word processing and spreadsheets

Short-listed candidates may be required to undergo a skills test.

The Remuneration is R15 390.00 per month

The closing date for receipt of applications is 15 December 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 AUNGADHA@ukzn.ac.za

The Job Title MUST be clearly stated in the subject line.