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>

RESEARCH AND HIGHER DEGREES ADMINISTRATOR (2 POSTS)
SCHOOL OF EDUCATION
EDGEWOOD CAMPUS
(FIXED-TERM APPOINTMENT: 1 FEBRUARY 2023 TO 31 JANUARY 2024)

The successful candidates will be placed in the Higher Degrees and Research Administration Office to provide an administrative service and efficient support necessary for the programmes. S/he will also provide comprehensive student and programme administrative service in the area of postgraduate and general programme administration within this office. They will ensure the efficient processing of student academic administration and provide accurate, relevant and up-to-date information upon request to students, parents and the public.   The successful candidates will need to be diplomatic, have the ability to pay attention to detail and be able to work under pressure.

MINIMUM REQUIREMENTS:
- Matric plus a relevant one-year post–school qualification
- Relevant experience in a similar environment
- Proven experience in student administration
- Experience in the use of student database system

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.