

The University of KwaZulu–Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution. Preference will be given to applicants from the designated groups in accordance with our Employment Equity Plan.

**COLLEGE OF LAW AND MANAGEMENT STUDIES
COLLEGE OFFICE - STUDENT ACADEMIC
SERVICES**

**ACADEMIC ADMINISTRATIVE OFFICER (Grade 10)
FIXED TERM CONTRACT (3 MONTHS)
HOWARD COLLEGE CAMPUS**

REFERENCE NO.: LMSAS-01-09/2025

The College Student Academic Services seeks to appoint an Academic Administrative Officer on a 3-month contract, from October to December 2025. The successful incumbent will be required to provide a professional and efficient administrative service to students and other stakeholders.

The incumbent will facilitate the selection process and undertake the ERS process for local and international undergraduate qualifications offered in the College. Assist with the preparation and participate in the Graduation ceremonies. Ensure the efficient processing of student academic administration, maintain online records for all registered students from registration until graduation, and provide accurate, relevant, and up-to-date information upon request to students, parents, and the public within a 48-hour turnaround time. Also assist the Manager: Academic Services with the implementation and monitoring of University student policies and procedures. The incumbent must be proficient in English and will be required to have a high level of competency in systems, especially in the ITS system, which is used daily. The incumbent must also have a high competency level in other systems such as Outlook, MS Word, Excel, Teams, and good interpersonal, communication, and writing skills.

This position requires an individual who has the ability to pay close attention to detail, to work independently and accurately under pressure. She/he should also have excellent interpersonal and organisational skills, and be able to work in teams and be driven by meeting tight deadlines.

The incumbents will report to the Principal Academic Administrative Officer.

Minimum Requirements:

- Matric plus one-year relevant qualification;
- Three years' relevant experience as an Academic Administrative Officer at a tertiary level;
- A high level of proficiency in Outlook, MS Word, Teams, and Excel spreadsheets.
- Extensive experience working with ITS daily. (Specify the amount of experience required for shortlisting purposes)

Communication will be limited to the short-listed candidates.

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

The remuneration will be in accordance with the University's policy on fixed-term appointment

Enquiries and details regarding this post, as well as requests for the job profile, may be directed to the Principal Academic Administrative Officer, Mr R Govender, govenderls@ukzn.ac.za.

The closing date for receipt of applications is 29 August 2025.

The university reserves the right not to make an appointment.

Applicants are required to complete the relevant application form (application form – support) which is available on the Vacancies page <http://vacancies.ukzn.ac.za/Home.aspx> of the University website at www.ukzn.ac.za.

Completed application forms may be sent to CollegeOfficeLMS@ukzn.ac.za. The advert Reference Number MUST be clearly stated in the subject line.

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process