THE UNIVERSITY OF KWAZULU-NATAL (UKZN) IS COMMITTED TO EMPLOYMENT EQUITY.
FOR THIS POSITION, APPLICATIONS ARE INVITED FROM DESIGNATED AFRICANS.

APPLICATIONS ARE INVITED FROM PERMANENT UKZN STAFF ONLY.

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

ACADEMIC ADMINISTRATIVE OFFICER (2 POSTS)
(PEROMNES GRADE 10)
WESTVILLE CAMPUS

REF NO.:AES08/2014

The incumbent will facilitate the admission of students, local and international, to undergraduate and honours degrees, and post-graduate diplomas. S/he will ensure the efficient processing of student academic administration, maintain 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. S/he will also assist the Principal Academic Administrative Officer with the implementation and monitoring of University student policies and procedures.

The incumbent will report to the Principal Academic Administrative Officer.

Minimum Requirements:

- Matric plus a one year relevant qualification and three years relevant experience in a College student administrative environment
- High level of competency in wordprocessing and spreadsheets
- Experience in ITS

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

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mrs Sandra Munesar, 031 2602349/033 2606338 or email munesark@ukzn.ac.za

Appointment to this position will be on the January 2012 Conditions of Service.

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 25 July 2014.

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-aes@ukzn.ac.za
Advert Reference Number MUST be clearly stated in the subject line.