

**The University of KwaZulu-Natal is committed to Employment Equity.
For this post, applications are invited from Designated Africans.**

APPLICATIONS ARE INVITED FROM PERMANENT UKZN STAFF ONLY.

COLLEGE OF HEALTH SCIENCES

**COLLEGE ACADEMIC ADMINISTRATIVE OFFICER
(PEROMNES GRADE 10)
COLLEGE ADMINISTRATIVE OFFICE
HOWARD COLLEGE CAMPUS**

REF NO.: CHS09/ 2014

The incumbent will be responsible for facilitating the admission of students, local and international, to undergraduate and honours degrees, and post-graduate diplomas, in the College of Health Science. S/he will be responsible for ensuring the efficient processing of student academic administration, managing the examination process for Higher Degrees, maintain records for all registered students from registration until graduation, and to provide accurate, relevant and up-to-date information upon request to students, parents and the public. Furthermore, the incumbent will be required to assist the Director, Professional Services and Manager: Academic Services with the implementation and monitoring of University student policies and procedures.

Minimum Requirements:

- Matric/Grade 12/ Senior Certificate;
- One year relevant qualification;
- Three years relevant experience AND
- Experience in ITS.

This post reports to Mrs R Ramdeyal, Manager: College Academic Services. Enquiries regarding this post may be directed to her on 031-2604726. The job profile is available from Mr SA Mbona, tel: 031 260 4450 or e-mail: mbonas@ukzn.ac.za. You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 06 August 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-chs@ukzn.ac.za

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