

**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

**ADMINISTRATIVE OFFICER
(POSTGRADUATE; HIGHER DEGREES & RESEARCH)
(PEROMNES GRADE 10)
SCHOOL OF CLINICAL MEDICINE
GREYS HOSPITAL/PIETERMARITZBURG CAMPUS**

REF NO.: SCM12/2014 (Re-advertised)

The incumbent will be responsible for the various duties relating to postgraduate student admissions; registration, examinations and graduation at the School of Clinical Medicine.

Minimum Requirements:

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

Applicants who do not meet the above minimum requirements will still be considered as a developmental appointment is possible.

This post reports to Mrs AS Botha, Manager: School Operations. Enquiries regarding this post may be directed to her on 031-260 4545. 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 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.