

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representation within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

EXPRESSION OF INTEREST TO ACT

All eligible permanent members of staff are invited to apply for this position.

APPLICATIONS AND INFORMATION OFFICE

**HEAD: APPLICATIONS AND INFORMATION
STUDENT ACADEMIC ADMINISTRATION
REGISTRAR DIVISION
PEROMNES GRADE 7
HOWARD COLLEGE CAMPUS
REF NO. SAA01/2026**

According to the Policy "Redeployment, Secondment, Transfer and Acting Appointment", the employee should meet most, if not all requirements.

An opportunity has arisen in the Student Academic Administration, for an employee to act in the position of Head: Applications and Information, for a period of six (6) months, or until post is filled, while recruitment process continues.

The Application and Information Office wishes to appoint a highly motivated Head of the Applications and Information Office. The key responsibilities of the incumbent include providing leadership and operational management to staff in the Applications and Information Office (AIO). The Head will ensure that sufficient and effective services are rendered to applicants enquiring about study opportunities. The incumbent will coordinate the applications process between UKZN and the Central Applications Office (CAO). The Head will ensure that the UKZN Prospectus is compiled in line with set standards and will liaise with the CAO on the compilation to the CAO Handbook.

MINIMUM REQUIREMENTS:

- A Relevant Honours degree or relevant Postgraduate qualification (NQF8)
- 5 years' Relevant experience in an Educational Environment of which 2 years must be at managerial level.
- Management experience, public relations, report writing, presentation, training and conflict resolution skills.
- Knowledge of the NSC/ Senior Certificate, School leaving certificates and university entrance requirements.
- Thorough understanding of the recruitment, applications, admissions and registration process.
- Proficiency in MS Word, Microsoft Outlook, and MS Excel.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mrs. Cynthia Mbuli or e-mail: Mbulic@ukzn.ac.za

Interested employees should send an expression of interest and attach CV, explaining how they meet the minimum requirements sufficiently to perform adequately in the

role – to Cynthia Mbuli (Mbulic@ukzn.ac.za) 031 260 3378, by no later than Friday, 06 March 2026.

Please write the **reference number SAA01/2026** on the subject line, when you apply.

The closing date for receipt of applications is 06 March 2026.

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 paperbased formats that are used for processing of the personal information recorded through this recruitment and selection process.