

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representativity within the institution.

Preference will be given to applicants from designated groups in accordance with the University's Employment Equity Plan.

COLLEGE OF LAW AND MANAGEMENT STUDIES

PRINCIPAL ACADEMIC OFFICER

GRADUATE SCHOOL OF BUSINESS & LEADERSHIP

Grade 8

WESTVILLE CAMPUS

REFERENCE NO: UKZN_000769

The incumbent will be responsible for providing senior-level oversight of academic administration across postgraduate, executive education, and short-course programmes within the Graduate School of Business & Leadership. The role ensures integrity and compliance of academic processes, provides specialist knowledge of rules and regulations, and acts as an escalation point for complex student and programme cases.

The PAO supports the Manager: Academic Services through governance, reporting, and committee functions; assures the quality of administrative processes delivered by Senior Academic Administration Officers; and contributes to continuous improvement across mainstream and professional offerings. This position reports to the Manager- Academic Services

Minimum Requirements:

- Relevant three-year degree or diploma, or A relevant postgraduate qualification in Higher Education Administration/Management or Business Administration.
- Three (3) years of experience in higher education student academic administration, including at least 2 years at a senior/supervisory level.
- Proven competence with student administration systems (e.g., ITS/SMS), ERS, and MS Office.
- Demonstrate clear understanding of HEMIS/DMI reporting and quality assurance expectations

The job profile, which describes the leadership credentials and personal attributes for appointment, can be obtained from Ms. Ngcobo at Ngcobon24@ukzn.ac.za

The closing date for receipt of applications is Friday, 06 March 2026

Communication will be limited to the shortlisted candidates.

The University subscribes to the Total Cost to Employer (TCE) Remuneration Model.

Appointment to this post will be on the 2018 Conditions of Service.

Applicants are required to complete the relevant application form (application form-SUPPORT), which is available on the Vacancies page of the University website at www.ukzn.ac.za.

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 Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is 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.