

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

**PRINCIPAL ADMINISTRATIVE OFFICER (ACADEMIC SERVICES)
PEROMNES GRADE 8**

COLLEGE OF HEALTH SCIENCES

**SCHOOL OF HEALTH SCIENCES – 1 POST: HOWARD COLLEGE & 1 POST: WESTVILLE CAMPUS
SCHOOL OF MEDICINE – 1 POST: NELSON R MANDELA CAMPUS**

COLLEGE OF HUMANITIES

**SCHOOL OF ARTS – 1 POST: HOWARD COLLEGE & 1 POST: PMB CAMPUS
SCHOOL OF EDUCATION – 1 POST: EDGEWOOD CAMPUS
SCHOOL OF SOCIAL SCIENCES –1 POST: PMB CAMPUS**

REFERENCE NO: UKZN_0008702026

The incumbent will focus on managing the undergraduate and postgraduate programmes within the school to ensure the efficient processing of student academic administration and the correct dissemination of information to students, parents, and the public. S/he will assist the Manager: Academic Services (MAS) with the implementation and monitoring of the university's academic policies and procedures. S/he will be responsible for coordinating both undergraduate and postgraduate functions as well as undergraduate and postgraduate examination administration. The incumbent will consult with Heads of Discipline/Department, senior staff members of the school and University, in fulfilling this role.

The incumbent will report to the Manager: Academic Services.

Minimum Requirements:

- Matric and a three-year relevant qualification, degree or diploma
- Five years of relevant experience in a Student Academic Administration environment, of which two years must be at Supervisory level
- Experience in working with MS Office Suite
- Experience in the Student Administrative Systems
- Proven report writing skills

The closing date for receipt of applications is Friday ,03rd July 2026.

Enquiries and requests for a job profile may be directed in writing to Mrs Lefitia Naidoo on Naidool9@ukzn.ac.za. This email address is for enquiries only and should not be used to submit applications.

To submit an application:

Please click on the link <https://ukzn.ci.hr/applicant/index.php> or copy link to Microsoft Edge website or click on Career Portal website found on UKZN website home page.

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