



UNIVERSITY OF
ZULULAND

The University of Zululand subscribes to the principles embedded in the Employment Equity Act

REGISTRAR'S OFFICE (EXAMINATIONS)
SENIOR EXAMINATIONS OFFICER
REFERENCE NUMBER: RE15/03/2018

This position is responsible for administering and coordinating the safe and secure setting, authorising, printing and marking of under-graduate exam papers and scripts.

KEY ACTIVITIES

- Process Planning
- Exam Paper Preparation
- Security and Safe-keeping of Exam Papers
- Delivery to External Examiners
- Reports
- Office Administration

MINIMUM REQUIREMENTS

- A Degree or National Diploma (NQF level 7 qualification).
- At least 3 years' experience in the administration of the examinations setting process within an educational institution, be it at secondary or tertiary level.

OTHER REQUIREMENTS

Knowledge

- Excellent working knowledge of student enrollment procedures, especially the examinations process
- Working knowledge of ITS

Skills

- Communication
- Interpersonal
- People Management
- Time Management
- Planning & Organizing
- Reporting

Behaviour / Attributes

- Self-Motivated
- Customer Focused
- Team Player
- Initiative
- Attention to Detail

CLOSING DATE: 18 March 2018

The University reserves the right not to make an appointment in the position or level as advertised.

To apply please log on to PNET (www.pnet.co.za) and submit your application. **The University will not accept any applications directly or through any other means.**

Candidates who do not meet the minimum requirements, as specified above, will not be considered and should not apply.

Please note in terms of the Universities recruitment policy preference will be given to **SOUTH AFRICAN CITIZENS**. UNIZULU is committed to employment equity and equal opportunity.

Kindly Note:

Communication will be entered into with shortlisted candidates only.