



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

**INTERNATIONAL STUDENT OFFICER
REFERENCE NUMBER: 2018/08/RA30**

The International Student's Officer is responsible for administering the Registration and Student Administration process for under-graduate and post-graduate international students for both KwaDlangezwa and Richards Bay campuses in accordance with set procedures. From time to time the incumbent may be required to assist with local students.

KEY ACTIVITIES

- Policy Implementation
- Applications, Admissions, Registration and Graduation processes for International Students
- Student Administration
- Communication and Stakeholder Interface
- Reports and Records

MINIMUM REQUIREMENTS

- National Diploma or Degree or equivalent
- Minimum 3 years' relevant experience in a higher education environment

OTHER REQUIREMENTS

Knowledge

- Basic knowledge of international study requirements
- Good working knowledge of ITS

Skills

- Ability to communicate at all levels within the institution
- Computer Literacy

- Effective verbal and written communication in English

Behaviour / Attributes

- Attention to details
- Team Player
- Quality and service oriented
- Accountability
- Relationship management
- Results driven

CLOSING DATE: 16 SEPTEMBER 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.