



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

**MANAGER: ASSESSMENT
REFERENCE NUMBER: 2018/08/RR25**

The Manager Assessment is responsible for planning and coordinating the activities of the Examination functions to ensure the effective and efficient planning, communication and implementation of all examinations at the University, including responsibility for the systems and processes associated with the capturing, safe storage and retrieval of examination marks.

KEY ACTIVITIES

- Policy and Procedure Review and Development
- Operational Planning and Budgeting
- Communication and Stakeholder Interface
- Operational Management and Coordination
- Reporting
- Staff Management

MINIMUM REQUIREMENTS

- An Honours Degree or NQF level 8 qualification
- At least 5 years' experience in assessment/ enrolment management and people management in a university or related environment in assessment
- Proven leadership and ability to guide and motivate a team of diverse culture
- Experience in ITS System management and implementation
- Experience of examination business process and procedures
- Familiar with the management of a high risk area

OTHER REQUIREMENTS

Knowledge

- Excellent working knowledge of student enrollment procedures
- 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: 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.