



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

RECORDS OFFICER
REFERENCE NUMBER: 2018/08/RA55

The Records Officer is responsible for receiving, checking, filling and retrieving student records. Deals with and responds to enquires for student records. Ensures the proper categorization and safekeeping of all files.

KEY ACTIVITIES

- Communication and Correspondence
- Student Records Administration
- Continuous Improvement

MINIMUM REQUIREMENTS

- National Senior Certificate (Matric)
- Minimum 2 years' relevant records management experience in a higher education environment

OTHER REQUIREMENTS

Knowledge

- Knowledge of records processes and procedures in a higher education environment
- Good working knowledge of ITS

Skills

- Ability to communicate at all levels within the institution
- Computer Literacy
- Effective verbal and written communication

Behaviour / Attributes

- Attention to details
- Ability to maintain confidentiality and integrity
- 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.