



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

DEPUTY REGISTRAR – ASSESSMENT, CERTIFICATION AND GRADUATION
GRADE: 05
REFERENCE NUMBER: 2022/07/RR20

The primary purpose of the position of the Deputy Registrar: Responsible for the management of Student Assessments, Certification and Graduation functions, including all communications with all relevant stakeholders (prospective students, parents/guardian and service providers).

KEY PERFORMANCE AREAS

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

MINIMUM REQUIREMENTS

- Honours Degree (NQF 8) in Business or Public Administration
- Minimum of Eight (8) years' experience in student administration of which 3 years' must be at a Managerial level.
- Proven leadership and ability to guide and motivate a team of diverse culture.
- Excellent Knowledge of formal University structures.

ADDED ADVANTAGE

- Possession of a Masters Degree in Business or Public Administration would be an added advantage

KNOWLEDGE

- Excellent working knowledge of examination processes and procedures.
- Excellent working knowledge of graduation processes and procedures.
- Working knowledge of ITS.
- Excellent knowledge of formal university structures.

SKILLS

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

BEHAVIOURS:

- Self-motivated
- Customer focused
- Team player
- Initiative
- Attention to detail

CLOSING DATE: 07 August 2022

All applications must include the following which are critical in evaluating applicants received: (a) A Self - Evaluation by the applicant of his/her ability for the appointment; (b) an application form; (c) A detailed Curriculum Vitae; (d) Certified copies of all academic qualifications, ID; and (e) Names and contact details of at least three contactable work related referees (one must be a current or recent superior).

For the application form, please log on to the University website and click on vacancies (<http://www.unizulu.ac.za/vacancies>). To apply for this position, please email the application form and the required documentation to Ms P Nhlengethwa, nhlengethwap@unizulu.ac.za , by no later than 12h00 on the closing date stated above.

No hand delivered or postal applications will be accepted. The University reserves the right not to make an appointment.