



**UNIVERSITY OF
ZULULAND**

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

ADMISSIONS UNIT

X2 ADMISSIONS OFFICER

REFERENCE NUMBER: 2023/10/RA20 AND 2023/10/RR60

GRADE 11

Responsible for implementing the admissions policy, processing of applications forms via the digital platform (e.g., iEnabler system), monitor the statuses of applicants and communicating with applicants, updating, and maintaining application data on ITS system and information on all University platforms, provide administrative assistance to prospective students who may qualify for conditional exemptions, liaise with Manager/Faculties and assisting with ad hoc activities.

KEY ACTIVITIES

- Policy Implementation
- Admissions Advice and Guidance
- Application and Admissions Processing
- Communication and stakeholder Interface
- Conditional Exemptions Advising
- Office Administration

MINIMUM REQUIREMENTS

- Diploma (NQF 6) or equivalent qualification
- Students Integrated Tertiary Software (ITS)
- Online application/admission system
- Recruitment of Students
- Minimum three (3) years relevant experience in a higher education environment, admission of students.
- Valid driver's license

OTHER REQUIREMENTS

Preferences/Advantages

- Good understanding of the CAO/CAS System
- Strong University working background.
- Bachelor's qualification

Knowledge

- Specialist knowledge of admission processes and procedures in higher education environment.
- Good working knowledge of ITS.
- Online application system

Skills

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

Behavior / Attributes

- Attention to Detail
- Team Player
- Quality and services oriented.
- Accountability
- Relationship management
- Results driven.

CLOSING DATE: 08 October 2023

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.

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

By applying for this: position, you hereby give consent to the University of Zululand, that your personal information like your name and surname, identity number, banking details, address, resume' etc, may be used, distributed, handled or processed and or stored, for purposes of Recruitment and Selection process of the University.