



**UNIVERSITY OF
ZULULAND**

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

CERTIFICATION MANAGEMENT AND GRADUATION

MANAGER: GRADUATION AND CERTIFICATION

REFERENCE NUMBER: 2023/10/RA05

GRADE 7

Responsible for planning, managing and coordinating the activities of the certification section to ensure its effective and efficient administration and safeguarding against the issuing of Fraudulent qualifications. Responsible for the preparation of valid and accurate graduation certificates, hosting of the graduation ceremony and verification of certificates issued by the Institution.

KEY ACTIVITIES

- Policy and Procedure review, development and implementation.
- Operational Planning and budgeting.
- Communication and Stakeholders Interface.
- Operational Management, coordination and quality management.
- Reporting
- Staff Management

MINIMUM REQUIREMENTS

- Bachelor's Degree
- At least 5 years experience in academic management and people management in a University or 5 years administrative experience at a Managerial level.
- Proven leadership and ability to guide and motivate a team of diverse culture.
- Familiar with the management of a high risk area.

OTHER REQUIREMENTS

Knowledge

- Excellent working knowledge of Certification and Graduation procedures
- Working knowledge of ITS
- Ethics
- Understanding and Knowledge of DHET policy framework.
- Decision making and delegation to subordinates on management level

- Risk analysis and management

Skills

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

Behavior / Attributes

- Self motivated
- Quality and service oriented
- Team player
- Initiative
- Attention to detail
- Confidentiality
- Integrity

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.