



**UNIVERSITY OF  
ZULULAND**

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

**STUDENT ADMINISTRATION**

**X2 RECORDS OFFICER**

**REFERENCE NUMBER: 2023/10/RA61 AND 2023/10/RA60**

**GRADE 11**

Responsible for systematic management of hardcopy and electronic student records (receiving, categorization, filing safekeeping, retrieving, off-site storage/archiving and disposal) as well as the issuing of new and replacement student cards. Deals with and responds to enquiries for student and institutional records.

**KEY ACTIVITIES**

- Enquiries and Communication
- Students Records Administration
- Issuing of Student cards
- Providing support on the use of the file plan.

**MINIMUM REQUIREMENTS**

- National Diploma (NQF 6) or equivalent qualification
- Minimum three (3) years office admin or records/document management experience.
- Experience in Scanning Student Records
- Management of electronic records

**OTHER REQUIREMENTS**

**Preferences/Advantages**

- Knowledge of student records system (DataSTOR)
- Knowledge of Integrated Tertiary Software (ITS)

**Knowledge**

- Specialist knowledge of student records processes and procedures in higher education environment.
- Good working knowledge of DataSTOR and ITS

**Skills**

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

**Behavior / Attributes**

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

**CLOSING DATE: 08 October 2023**

To apply please log on to **PNET** ([www.pnet.co.za](http://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.***