



**UNIVERSITY OF
ZULULAND**

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

STUDENT ADMINISTRATION

SENIOR ADMINISTRATOR: ACADEMIC STRUCTURE

REFERENCE NUMBER: 2023/10/RR35

GRADE 8

The main responsibility of the incumbent is to administer and maintain the Academic Structure of the Institution. The incumbent will represent the Office of the Registrar, working very closely with the respective Deans of Faculty, Faculty Managers, HEMIS and Quality Assurance in ensuring the effective functioning of the Academic Structure.

KEY ACTIVITIES

- Policy & Procedure Review, Development, and Implementation
- Setup and process newly approved qualifications on the Academic Structure
- Processing of HEQSF aligned qualifications on the Academic Structure
- On-going maintenance and updating of information of existing qualifications on the academic structure.
- User support and training to ITS Student System users
- Validating the academic structure database system

MINIMUM REQUIREMENTS

- Bachelor's degree or equivalent (NQF Level 7)
- At least 3 years of experience with Student System at a University or related environment.
- Maintenance of the Academic Structure on ITS
- Liaise with Management on all levels
- Driver's License

OTHER REQUIREMENTS

Knowledge

- Advanced knowledge of ITS.
- Maintenance of academic structure.
- University rules and Faculty rules.
- HEQSF Aligned qualifications on academic structure.
- University's Programme Qualification Mix (PQM)

Skills

- Computer Literacy.
- Problem solving
- Verbal & written communication
- Time Management

Behavior / Attributes

- Attention to Details
- Ability to work under pressure.
- Ability to meet deadlines.
- Ability to work in a team.

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.