



**UNIVERSITY OF
ZULULAND**

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

**ASSESSMENT MANAGEMENT
SENIOR EXAMINATIONS OFFICER (POSTGRADUATES)
REFERENCE NUMBER: 2023/10/RE20
GRADE 9**

Responsible for coordinating the administration of Post-Graduate assessment programmes, to ensure that all due dates are met and that there is effective communication between the Internal Examiners, External Examiners, Candidates, and the Examination administration.

KEY ACTIVITIES

- Management of Examination
- Management and Graduation Planning
- Maintenance of Examination and Lecturing Timetables
- Maintenance of proper filling system
- Perform Secretarial services

MINIMUM REQUIREMENTS

- Degree or National Diploma (NQF Level 7 qualification)
- At least 3 years' experience in the administration of the examinations setting process within an educational institution, be it at secondary or tertiary level.
- Administration, Management, handling of ITS Student-System Database and Higher Degrees Management System

OTHER REQUIREMENTS

Preferences/advantages

- Knowledge on ITS Student -System handling

Knowledge

- Excellent administration on Examinations and Graduation especially processes and procedures
- Advance knowledge of ITS System
- Quality Assurance Orientated
- Excellent administration and supervisory skills
- Risk analysis and Management
- Compilation of monthly reports for submission to the Manager

Skills

- Good communication skills
- Planning and organizing
- Decision making at supervisory level
- Reporting
- People Management
- Time Management

Behavior / Attributes

- Customer Orientated
- Attention to Detail
- Initiative
- Self-Motivated
- Team Player
- Assertiveness

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.