## UNIVERSITY OF ZULULAND

## RESEARCH AND INNOVATION OFFICE

## SENIOR ADMINISTRATOR: POSTGRADUATE STUDIES AND INFORMATION MANAGEMENT

## REFERENCE NUMBER: 2024/05/VV36

## GRADE 9

The Senior Administrator coordinates the postgraduate studies and information management portfolio and implements interventions to support academic staff and postgraduate students across the University. The incumbent reports to the Director and enforces postgraduate studies policies and procedures. The position services the institutional Higher Degrees Committee structures and works with partners in postgraduate studies and Research Ethics to build an enriching learning experience for all students. The incumbent plays a key managerial role in supporting postgraduates' academic success and experience by building a strong postgraduate student community, supporting faculty in postgraduate recruitment activities, coordinating bursary applications and disseminating bursary opportunities as well as postgraduate information management.

## KEY ACTIVITIES

- Postgraduate Research and Development
- Research Supervision Support and Research Information Management
- Liaison, network and external partnership development
- Communication
- Research Administration

## MINIMUM REQUIREMENTS

- Minimum relevant Bachelor's Degree in Humanities / Science/ Social Science / Information Management, or a related field is required.
- A Postgraduate qualification would be an added advantage.

- Minimum of 3 years' experience in the administration of postgraduate studies or equivalent at a Higher Education Institution.
- Minimum of 3 year's supervisory experience.
- Demonstrated experience implementing postgraduate studies strategies and plans.
- Intermediate proficiency with database management and student information systems.
- Experience with Moodle, Turn-it-in, Quest, OnBase, or Odyssey, etc is an advantage.

**OTHER REQUIREMENTS**

**Knowledge**
- MS Office Suite
- Online systems
- Research Management
- Minutes taking
- Meeting Agenda preparation
- Postgraduate Policies and processes
- Council on Higher Education higher education frameworks and policies, and guidelines
- NRF bursaries

**Skills**
- Communication
- Interpersonal
- Time Management
- Problem Solving
- Planning & Organising
- Reporting
- Coordination
- Research skills

**Behaviour / Attributes**
- Attention to Detail
- Honesty & Ethical
- Time management
- Team Player
- Work under pressure
- Goal driven
- Well spoken
- Resourcefulness

**CLOSING DATE: 26 May 2024**

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

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 the Recruitment and Selection process of the University.

Please note in terms of the University's recruitment policy preference will be given to South African citizens. UNIZULU is committed to employment equity and equal opportunity. The University reserves the right not to make an appointment.

Kindly Note: Communication will be entered into with shortlisted candidates only.