



**UNIVERSITY OF  
ZULULAND**

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

**ASSESSMENT MANAGEMENT  
MANAGER: ASSESSMENTS MANAGEMENT  
REFERENCE NUMBER: 2023/08/RR25  
GRADE 06**

Responsible for planning, managing and coordinating the activities of the Examinations Section to ensure the effective and efficient planning, communication and implementation of all examinations and Postgraduate Assessment at the University, including responsibility for the systems and processes associated with the capturing, safe storage and retrieval of examination marks. In addition, responsible for the class/lecture timetable.

**KEY ACTIVITIES**

- Management/Administration of examination processes
- Operational Planning and Budgeting
- Communication and stakeholder interface
- Operational Management and coordination
- Quality Management of examination processes
- Staff Management

**MINIMUM REQUIREMENTS**

- An honours Degree or NQF level 8 qualification
- At least 5 years experience in enrolment management, academic administration and people management in a University or related environment.
- At least 5 years experience in management.
- 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**

- Specialist knowledge of examination processes and procedures
- Working knowledge of ITS.

## **Skills**

- Communication
- Interpersonal
- People management
- Time management
- Planning and organization
- reporting

## **Behavior / Attributes**

- Attention to Detail
- Self motivated
- Customer Focused
- Accountability
- initiative
- Team Player

**CLOSING DATE: 20 August 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.***