



**UNIVERSITY OF  
ZULULAND**

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

**ASSESSMENT, CERTIFICATION AND GRADUATION MANAGEMENT**

**ADMINISTRATOR: CERTIFICATION**

**REFERENCE NUMBER: 2024/11/RE01**

**GRADE 10**

Responsible for administering the Certification and Graduation processes for undergraduate and postgraduate students in accordance with set procedures, by verifying applicant qualifications, uploading and maintaining records, dealing with the replacement of lost certificates and assisting with the preparation for graduation ceremonies.

**KEY ACTIVITIES**

- Certification and Graduation process administration
- Communication and Stakeholder interface
- Reports
- Graduation Support
- Office administration

**MINIMUM REQUIREMENTS**

- National Diploma in office Administration/or equivalent
- Three (3) years office administrative experience
- Minimum of three (3) years experience in a Higher Education environment

**ADDED ADVANTAGES**

- Bachelor's Degree in Administration or equivalent

**OTHER REQUIREMENTS**

**Knowledge**

- Specialist knowledge of certification processes and procedures in higher education environment.
- Good working knowledge of ITS Student System

**Skills**

- Ability to communicate at all levels within the Institution.
- Computer Literacy.

- Effective verbal and written communication

**Behavior / Attributes**

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

**CLOSING DATE: 17 November 2024**

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.***