



Principal Administrative Officer: School of Molecular and Life Sciences

Requirements:

- A Bachelor's degree or a three-year Diploma preferable in Administration or related field.
- At least three (3) year's working experience in position of Administrative Officer at a tertiary institution.
- A thorough understanding of admissions, registration, capturing of assessment marks and graduation processes.
- Highly skilled in administration duties, including administering school/departmental committees.
- Experience in management of other staff.
- Ability to work under pressure, independently and as part of larger team.
- High level of communication and organisational skills and human relations
- Proficiency in the use of Microsoft packages and knowledge of the ITS student system.

Duties:

The incumbent will be required to:

- Manage academic administration of the School including student recruitment, admissions, exclusions, exemptions and graduations.
- Capture all the assessment marks.
- Handle students' academic enquiries and regularly provide reports to the Director of School.
- Coordinate and manage all administrative staff in the School.
- Handle all correspondences related to student administration.
- Maintain an efficient filing system of students' and all other School records.
- Ensure compliance to student registration processes and management of General Rules (G-Rules).
- Undertake appropriate administration of School Boards and monitoring and review of other School Committees; i.e. preparing School Board, agenda arranging meetings, taking minutes, compile reports and ensuring that decisions taken are implemented, etc.

- Work closely with the Director of School, Heads of Department and Faculty Assistant Registrar to meet the strategic objectives of the School.
- Undertake administrative duties commensurate with the level of the post as allocated by management.

Closing date: 18 May 2018

Typed applications which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of LS Ngoatje, to the Chief Human Resources Officer, Private Bag X1106, Sovenga, 0727 or e-mail applications, in MS Word format, to stella.ngoatje@ul.za

Telephonic enquiries regarding conditions of service: (015) 268 – 3513

It is the applicant's responsibility to have foreign obtained qualifications evaluated by the South African qualification Authority. Please also note that failure to submit the requested documents/ information will result in your application not being considered.

The University of Limpopo is an Equal Opportunity Employer. All appointments will be made in accordance with the University's Employment Equity Plan. Preference will be given to males (Indian and Coloured) and /or females (Indian, Coloured and White)

Correspondence will be limited to short-listed candidate only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make an appointment.