

UNIVERSITY OF SOUTH AFRICA

APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES OF CURRENT EMPLOYEES/WORKERS AT UNISA:

- PERMANENT EMPLOYEES;
- FIXED-TERM EMPLOYEES
- TES (TEMPORARY EMPLOYMENT SERVICES)
- EMPLOYEE/APPLICANT WHO, AT THE TIME OF THE ADVERTMENT WAS ACTIVE IN ONE OR ANY CATEGORY OF EMPLOYMENT MENTIONED ABOVE WITHIN THE UNIVERSITY

APPLICANTS ARE REQUESTED TO STATE THE DEPARTMENT TO WHICH THEY ARE CONTRACTED.

PORTFOLIO:	STUDENT AFFAIRS & REGIONAL SERVICES KROONSTAD
POSITION:	POSITION: Student Admin Advisor P8
REFERENCE:	(Ref: Midlands/SAA)/Midlands/PERM/P8/HMOK/2019)

Purpose of the job:

To provide an effective and efficient user-friendly student administration advisory and support service to distance learning students, the public in general, other departments within Unisa and to ensure that all administration surrounding students' registration during their term of study at Unisa, runs as smoothly as possible.

Minimum Requirements:

- Matric plus three years degree or equivalent
- Four (4) years relevant experience

Recommendations

- Functional knowledge pertaining to all UNISA Colleges
- A valid unendorsed driver's license (at least manual code EB /code 08) with no vehicle restriction. Reasonable accommodation for disabled persons unable to drive a manually geared motor vehicle will be considered
- Functional knowledge of student administration
- Knowledge of Unisa's Applications, Admissions and Registrations rules and regulations.

Knowledge and skills:

- Application and registration requirements
- Student finance requirements
- Administrative procedures
- Student system
- Computer literacy (Microsoft Suite)
- Interpersonal/human relations skills

- Communication skills (written & verbal including report writing)
- Organisational skills
- Sound judgement
- Decision making and problem-solving skills
- Time management skills

Values/Attitudes

- Honesty and integrity
- Respect for colleagues and clients
- Student / service focused
- Accountability and responsibility

Duties:

- Student Administration
- Advise and support on applications and registration of students
- Support students with finance

Assumption of duty : As soon as possible.

Salary : Remuneration is commensurate with the seniority of the position

Closing date : 24 February 2020

Enquiries : HR Office (014) 594 8847 Mr Mokotjo

The completed prescribed application form (Application for a permanent administrative or professional post) must be accompanied BY COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the period of six months) of:

- All educational qualifications
- Identity document and
- Proof of SAQA verification of foreign qualifications
- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- The contact details of three contactable references must be provided, one of which must be from your present line manager (if currently employed)
- UNISA is not obliged to fill an advertised position.
- Late, incomplete and incorrect applications will not be considered.
- The prescribed application form is obtainable from: <http://www.unisa.ac.za/vacancies> (HR-CA 001)
- Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.

Applications not on the prescribed application form and submitted without certified copies attached will not be considered. Candidates with foreign qualifications must also submit the South African equivalent of the qualification.

We welcome applications from Persons with Disabilities



Applications must be **submitted in an envelope clearly marked with the name of the relevant Regional Service Centre, the position applied for and the reference number of the position**.

IF YOU APPLY FOR MORE THAN ONE POSITION, EACH APPLICATION MUST BE IN A SEPARATE ENVELOPE.

Hand delivered applications can be submitted at:

UNISA, 19 Steen Street, Rustenburg

Or posted to:

UNISA, The Human Resources Office, PO Box 3795, RUSTENBURG 0300

Applicants MUST ensure that their applications reach UNISA before 16h00 on the closing date.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within 2 months after the closing date of this advertisement, please accept that your application was not successful.

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