



DURBAN UNIVERSITY OF TECHNOLOGY
INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE

Applications are invited from interested person(s) for the under mentioned post.

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our **ENVISION2030** strategy, DUT's DNA has two strands, namely 'people- centred and engaged' and 'innovative and entrepreneurial'. These are interwoven intrinsically by a number of double pairs consisting of 'values and principles' that bind our double-helix together. The extrinsic expression of our DNA is via The DUT-Way; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that was been recognized recently when The Times Higher Education's World University Rankings placed DUT within the top 500 of Universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

DURBAN UNIVERSITY OF TECHNOLOGY BUSINESS SCHOOL
FACULTY ADMINISTRATIVE ASSISTANT (TWO POSITIONS- POST REFERENCE
NUMBER : BS03 AND BSI I)

To support Faculty Officer in the implementation of policies, procedures and systems by assisting with the smooth running of the Administration Functions of the Faculty Office in respect of Student Admissions, Registration, Student Records, Examinations and Qualifications processing. The aim is to ensure excellent customer service and alignment with the objectives of the Faculty Office & Student Administration and the DUT

MINIMUM REQUIREMENTS:

- M+3 tertiary qualification (NQF level 6)
- Three years in an administrative environment of which at least one year experience in student administration at a recognized tertiary institution.

SPECIAL REQUIREMENTS:

- Communication – verbal and written
- Ability to interact with people at all levels of the institution
- Ability to plan, organise and prioritise
- Ability to apply rules and procedures in finding solutions
- Ability to work under pressure with continuous interruptions
- Ability to maintain confidentiality
- Ability to work systematically and accurately
- Ability to work individually and as part of a team

SUMMARY OF DUTIES:-

To support DUT: Business School in the implementation of policies, procedures and systems by assisting with the smooth running of the administrative functions of the DUT: Business School in respect of student admissions, registration, student records, examination, graduation processing and committee administration which includes, but not limited to the following:

- Register new and returning students.
- Maintain records of both active and non-active students.
- Implement registration corrections and updates.
- Respond to enquiries (telephonic/counter etc.).
- Retrieve archived data for the issue of lost certificates.
- Process examination appeals and communicates examination results.
- Responsible for data capture.
- Liaising with academics
- Graduation processing.
- Validation and correction of student data.
- Any other duties as delegated by the Deputy Dean: DUT Business School.

Contact Person : Pirya Naidoo/Maud Mthembu
Contact Email : careers@dut.ac.za
Status of Position : Permanent
Salary : Market Related
Status of Positions : Permanent

Applications should include:

- A fully completed prescribed application form which can be obtained from www.dut.ac.za (under the **QUICK LINKS** tab - @careers)
- A detailed curriculum vita (explicitly stating experience or knowledge in the above mentioned fields)
- Covering letter.
- Certified copies of all academic records and certificates
- Current contact information of referees
- No manual applications will be accepted and incomplete applications will be disregarded.
- Please email application to careers@dut.ac.za and quote the post reference and post description in the subject line.

CLOSING DATE: 20 JUNE 2023

Please note:

“The University reserves the right not to appoint” or to re-advertise to widen the pool of applicants

Verification will be conducted on preferred candidates only.

DUT reserves the right to do a complete verification of the information you have provided.

DUT reserves the right to contact your referees or request additional referees.

While DUT strives for equal opportunities, preference will be given in terms of the University's Equity Plan, with specific consideration for Female candidates.