

**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**  
**SPECIALIST STUDENT ADMINISTRATION (TWO POSITION - POST REFERENCE**  
**NUMBER : BS05 AND BS10)**

The Specialist Student Administrator will support the Deputy Dean and team in the implementation of policies, procedures and systems by managing the centralised aspects of student administration and co-ordination of the faculty offices in order to ensure excellent customer service and alignment with the objectives of Student Administration and the DUT.

**MINIMUM REQUIREMENTS**

- M+3 tertiary qualification (National Diploma : Management or equivalent )
- Five years administrative experience
- Student administration experience at a tertiary educational institution

**KNOWLEDGE:**

- Understanding of Higher Education environment (Act/Statue/Rules)
- Govt legislation applicable to international students
- SAQA and NQF
- Computer Proficiency
- CAO System
- ITS System

**SUMMARY OF DUTIES:**

- Student Administration
- Registration
- Exams
- Admissions
- Administration of non-subsidised courses
- Student Administration on IT
- Administrative processing for International Students
- Manages relationships with, and regularly assesses needs and views of core customers in the DUT/section in order to improve the quality and effectiveness of services
- Oversees relationships between team members and customers.

**Contact Person** : Pirya Naidoo/Maud Mthembu  
**Contact Email** : [careers@dut.ac.za](mailto: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](http://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](mailto: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.