



VACANCY BULLETIN

DEPUTY REGISTRAR STUDENT ADMINISTRATION Ref. 02/0816

The Office of the Registrar has a permanent position for a Deputy Registrar at the Chamazi Campus, Tanzanite University.

CORE FUNCTIONS

- Provide efficient and effective enrolment and student administration services.
- Ensure Implementation of policies within the faculty.
- Oversee the implementation of operational processes and key strategies.
- Management of staff and other resources in registrar's office.
- Client service and information regarding registration of students.
- Coordinate actual conducting of registration.
- Handling of registration enquiries.
- Ensure safe keeping of student records.
- Ensure accurate capturing of Academic data within the faculty.
- Client service and information regarding assessment related activities.
- Coordinate conducting of examinations, capturing of marks and results publication.
- Handling of examination irregularities.
- Reporting on registration related business processes to the Registrar.

Minimum Requirements

- A relevant Master's Degree and or a Bachelor's degree with significant relevant experience.
- Five (5) years' experience at senior management level in the administration of Higher Education.

Candidates may be subjected to appropriate aptitude tests and other selection interventions.

Send your CV to: TanzaniteUniversity@gmail.com

Closing Date: 14th September, 2016. **NB.** If we have not responded within four weeks from the closing date, you should regard your application as unsuccessful. Correspondence will only be entered into with short-listed candidates. **The University reserves the right not to appoint.** It is the intention of the University to promote individuals in keeping with National equity principles.

People with disabilities are encouraged to apply

