

**The University of KwaZulu-Natal is committed to employment equity
Applications are invited from Designated Africans**

COLLEGE OF HUMANITIES

**ADMINISTRATIVE OFFICER (SCHOOL OFFICE)
(PEROMNES GRADE 10)
SCHOOL OF BUILT ENVIRONMENT & DEVELOPMENT STUDIES
HOWARD COLLEGE CAMPUS**

REF NO.:BEDS05/2015

The School of Built Environment and Development Studies is a multi-disciplinary research and teaching school with disciplines of architecture, community development, development studies, housing, planning and population studies. The disciplines in the School combine undergraduate and post-graduate teaching, research and community engagement.

The incumbent will provide administrative support required for the School operations and committees and also provide secretarial support to the Academic Leaders and the School Manager. S/he will need to be diplomatic, have the ability to pay attention to detail and be able to work under pressure.

MINIMUM REQUIREMENTS:

- Senior Certificate and one year relevant qualification;
- Three (3) years' experience in a similar administrative environment;
- Experience in servicing committees;
- Computer Literacy

Shortlisted candidates may be required to undergo a skills test.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Miss PSG Hlongwane on e-mail: Hlongwabep1@ukzn.ac.za

Appointment to this position will be on the January 2012 Conditions of Service.

The remuneration package offered includes benefits.

The closing date for receipt of applications is 05 May 2015

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za Completed forms may be sent to Recruitment-humanities@ukzn.ac.za Advert Reference Number MUST be clearly stated in the subject line