

The University of KwaZulu-Natal is committed to Employment Equity.

For this position applications are invited from Designated Africans

COLLEGE OF LAW & MANAGEMENT STUDIES

SCHOOL OF LAW

ADMINISTRATIVE OFFICER: PEROMNES GRADE 11

HOWARD COLLEGE CAMPUS

REFERENCE NO.: L05/2015

The School of Law is seeking to appoint an administrative officer on the Howard College Campus on a permanent basis. The incumbent will be based at the Unit for Maritime Law and Maritime Studies (Howard College Campus), and will provide administrative assistance in the Unit and be responsible for some module administration in the School.

The incumbent will report to the Manager: School Operations.

Minimum Requirements:

- Matric plus a one year relevant qualification; and
- Two years relevant experience in a student administrative environment at tertiary level; **OR**
- Matric plus 3 years relevant experience.
- Experience in the use of the Student Mark Management System (SMS) & ITS;
- High level of competency in word processing and spreadsheets;
- Experience in minute taking.

Advantages:

- Good interpersonal, communication and writing skills.

The closing date for receipt of applications is Thursday, 30 April 2015.

Communication will be limited to the short-listed candidates.

Shortlisted candidates will be required to undergo a skills test.

Appointments to these posts will be on the January 2012 UKZN Conditions of Service.

The remuneration package offered includes benefits and will be dependent on the qualifications and experience of the successful applicant.

Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at www.ukzn.ac.za.

Completed forms may be sent to recruitment-landm@ukzn.ac.za.

Please state the advert reference number in your subject line.